ate: December 2, 2017

Start time: 10:00am

Location: CSIL

Meeting called by: Jia Hui (Mandy) Xiao

Facilitator: Jia Hui (Mandy) Xiao

Timekeeper: Jia Hui (Mandy) Xiao

# **Attendance**

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| Attendees | Status | Reason (if absent) |
| Sheung Yau (Gary) Chung | Present |  |
| John Ko | Present |  |
| Ryan Kiew | Present |  |
| Zavier Aguila | Present |  |
| Jia Hui (Mandy) Xiao | Present |  |

# **Today’s agenda**

1. Load changes to the app onto IPad -- Zavier
2. Put more experiences in the app using extra materials -- John
3. User testing -- John
4. Delete button on trigger -- Ryan
5. Come up with UAT questions for Sabrina -- Mandy, Gary
6. Meet with Sabrina -- Mandy, Gary
7. Create tutorial document -- Mandy
8. Finalize the fulfillment document -- John
9. Unit testing -- Gary
10. Create video -- Ryan
11. Finalize app -- Zavier
12. Put comments in code -- Everyone
13. Update presentation slides -- Anyone
14. Presentation preparation & assignment -- Everyone

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| **Agenda Item #1** |
| Discussion  Download the latest version of the app to IPad. Need developers account. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Make sure app works without connecting to laptop | Zavier | @10:30am | |

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| **Agenda Item #2** |
| Discussion  Use panoramas John found online to make new experiences. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Create some experiences to show Sabrina | John | @11:00am | |

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| **Agenda Item #3** |
| Discussion  Test to make sure all the requirements are fulfilled. If not, note what they are.  Check requirements and design docs.  Also let the group know if app crashes. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Make a check list | John | @11:00am | |

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| **Agenda Item #4** |
| Discussion  Clicking the delete button on a trigger in the experience editor will delete the trigger and the icon. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Trigger delete button | Ryan | @12:00am | |

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| **Agenda Item #5** |
| Discussion  Come up with UAT questions to ask Sabrina. Meeting should take less than 30 minutes. We don’t want to take up too much of her time. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | UAT questions | Mandy, Gary | @12:00am | |

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| **Agenda Item #6** |
| Discussion  Meet with Sabrina for testing. Ask questions, note down her answers and her feedback etc.. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Meet with Sabrina | Mandy, Gary | @1:00pm | |

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| **Agenda Item #7** |
| Discussion  Create tutorial for user about the app |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Tutorial | Mandy | @4:00pm | |

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| **Agenda Item #8** |
| Discussion  Make sure everything is correct in the fulfillment document. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Complete fulfillment doc. | John | @2:00pm | |

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| **Agenda Item #9** |
| Discussion  Create some unit testing on the app. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Unit testing | Gary | @4:00pm | |

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| **Agenda Item #10** |
| Discussion  Create video for presentation |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | video | Ryan | @4:00pm | |

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| **Agenda Item #11** |
| Discussion  User is able to add video and sound to panorama. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Version 3 | Zavier | @4:00pm | |

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| **Agenda Item #12** |
| Discussion  Put comments in code. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Put comments in the code you wrote. | Everyone | @5:00pm | |

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| **Agenda Item #13** |
| Discussion  Update presentation slides with pictures etc. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Presentation slides | Anyone who finishes their tasks early | @5:00pm | |

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| **Agenda Item #14** |
| Discussion  Discuss what we will talk about during presentation. Assign slides. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | |  |  | @6:00pm | |

# **Next Meeting**

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| Date | Time | Location | Notes |
| Dec. 4th | TBA | Csil | Presentation practice |

End time: 6:00PM