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| **Date: 14th February 2019**  **Time: 1130**  **Venue: SIS Level 5 room 34** | |
| **Attendees:** | |
| 1. Benjamin Gan | √ |
| 2. Jin | √ |
| 3. Ashley | √ |
| 4. Regan | √ |
| 5. Haonan | √ |
| 6. Zerdong | √ |
| 7. Alan | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1. | Perform demo of system |
| 2. | Feedback on UAT |
| 3. | Progress of the project |

**Feedback on demo of system:**

* The relevancy score of track skills to jobs should be shown to the user. The score can be presented using a normalized scale.
* Prof. Ben raises concerns about the accuracy of the data from WageDB. The numbers should be validated first before it is deemed suitable for display.

**Feedback on UAT:**

1. **Search style comparison**
   1. Because of the nature of the task given to participants(i.e. to search for a job which requires the action of switching, but how to do so was not communicated to them), there could be other factors that could influence the findings.
   2. Because the different styles were tested with different groups of students, factors such as their availability due to schedules may be potentially counfounding.

**Preparations for mid-terms**

1. In presenting the complexity of the project, Prof. Ben suggests that we explain all the search options we have tried thus far to show our progress and to justify the time we have spent, as well as the decisions we have made. We should elaborate on our choices, any changes we have made and rewritten code over the course of the project.
2. Project management metrics and details about change management are also to be included.

**Other feedback**

Prof. Ben suggests that we try to find out whether Track2Career helps users to decide on a track or job by compiling qualitative data to determine if users understand that skills are connected to jobs and tracks.

**The meeting was adjourned at 1230. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Zer Dong**

**Vetted and edited by,  
 Ashley**