Minutes for Supervisor Meeting 1

Date: 16 Nov 2015

Time: 2:00 – 3:00 pm

**Main Pointers:**

* Propose project ideas with PSA, based on meeting Fri 13 Nov 2015
* Raise concerns about scope and timeline
* Other notes

**Conclusion**

* Propose project ideas with PSA
	+ refer to meeting 1 with PSA, under project initiatives and skills required
	+ signing NDA agreement is not a problem; preferably use SMU version
	+ can let PSA vet report and presentation materials so that they’re comfortable with us publishing those
	+ UPDATE: PSA also has their own version of NDA agreement and insists we use theirs instead.
* Scope and timeline
	+ Currently, scope of project is too general. Resource planning is too large an area for an AP project. Team should focus on 1 specific area of resource planning and work on depth of analysis 🡪 request that PSA define scope more clearly for us.
	+ Example: Analyze the cause of delay in yard operation (moving containers, loading and unloading), causes and effect and prescribe solution for delays.
	+ UPDATE: PSA agrees to reveal a more specific scope if our team confirms with them that we will do their project
* Potential Issues:
	+ Time might be short: PSA said they can only hand over the requirements and data to us by January 2016, but we need all that information by first week of December for Acceptance. Also, considering we can only start the project proper in January, we might not have enough time to do the analysis.
	+ Balance between guidelines and exploration: PSA culture is top-down. If team decides to do their projects, we will need to fulfill certain expectation on their side, including techniques used for analysis and business problems we are allowed to explore. There is not much room to practice consulting and problem-identification skills, which is part of AP requirement. Nevertheless, clients from PSA are technical folks, so the requirements tend to be very clear once they are handed to us (“checklist” kind of requirement)

**Action Plan**

* Look for alternative clients as backup plans – write to companies and govt agencies, look for data-rich sources and business problems. We need a client throughout this project and are expected to communicate with them closely (requirement changes must be addressed).
* Get the scope and data then focus on developing techniques needed

**Attendee:**

Prof Kam

Ngoc

Yazhi

Taken by:

Ngoc