Meeting Minutes

**Date:** 10th January 2018

**Time:** 1000hrs

**Attendees**

* Mr Han (Sponsor)
* A.Shafiq Yussaini

**Absentees**

* Edwin Peter ()

**Purpose of Meeting**

The second meeting to seek further progress and support from out sponsor.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Better identify the expectations of the sponsor |
| 2 | Learn more about the company |
| 3 | Learn more about the industry |
| 4 | Go through proposal with client |
| 5 | Get data from client |

**Questions to Raise**

1. This project is not about software development, rather the project is focused on students building the necessary tools to help improve a business AFTER understanding the clients need and data. So with this in mind, we have come up with a few suggestions with how to proceed. Firstly, we can recommend a resource management system to better improve how resources are being spread. In addition, we could create a customer profiling based on clustering.
2. We want to know more about the major problems you have faced in the work year.
3. How are your programmes spaced out?
4. What is your manpower and logistics situation?

**Unfinished Business**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Getting data from the client | Clients data are all housed in a single laptop |
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**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Client likes the idea of a resource management system and also a programme planning system. He mentions that manpower and resource allocation is a big issue he is facing. He also mentions that his company is growing rapidly and asks whether we could think of suggestions to help manage the company through analysis. |  |
| 2 | We learnt that the company’s project operates on more than one day (how it is being carried out is subject to disclosure) |  |
| 3 | Client mentions that he is also worried about double booking (where there are more than one programme in a day) because it impacts the overall quality of their programmes. |  |
| 4 | Client also says that he would like an instructor analysis system, to look at their performance and see how he can better manage them. | There is no data which can be indicative of good performing. Currently the amount the instructor manages to make for the company together with word of mouth complaints/comments are the indicators used to look at performances. |
| 5 | Client mentions that he will have reservist the following week. He also mentions that the next two weeks he will not be available as he has a lot of meetings that have already been arranged. | (Concerns about getting the data late) |

**New Tasks**

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| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Get client to share data with us | Shafiq, Edwin | 17th January 2018 |
| 2 | Get Client to sign NDA | Shafiq | 17th January 2018 |
| 3 | Update project wiki (so that we can share with the client) | Shafiq, Edwin | 24th January 2018 |
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