

**Date:** 08 April 2016

**Time:** 2.00pm to 3.00pm

**Venue:** SMU School of Information Systems  
Level 4  
Meeting Room 4.1

**Attendees:** Prof Kam Tin Seong – Associate Professor  
Tan Siying – Team Skulptors Member  
Zhou Xuanyi – Team Skulptors Member  
Leong Junkang, Gabriel – Team Skulptors Member

**Absentees:** NIL

**Agenda:** 1. Finals progress update.  
2. Enquiry regarding poster and PowerPoint requirements.

## Discussion:

1. Inbound tab
  - a. Control Chart
    - i. Team to change from quantity to pallet.
    - ii. Team to standardize the tool-tip across the entire dashboard.
  - b. In general, alright.
2. Outbound tab
  - a. In general, alright.
3. Warehouse utilization
  - a. To leave it as it is for now.
  - b. In general, alright.
4. Poster
  - a. Design is up to the team.
  - b. Possible to put photos of the warehouse tour.
  - c. Possible to put dashboard images in the poster.
  - d. Fonts have to be big enough.
  - e. Team to confirm with sponsors if they wish to put company logo on poster.
  - f. Do not need to have team member photos on poster.
5. Report and presentation
  - a. Venue will be at SaS lab.
  - b. PowerPoint has to be creative.

- c. Team to senior work on investment company global fund development.
  - d. Team to include reflection in PowerPoint slides.
    - i. What have the team have learnt.
    - ii. Good and bad experiences after all these weeks.
    - iii. Why the team felt it to be so challenging.
    - iv. Team to sieve out important takeaways for sharing.
    - v. Data preparation
    - vi. Problems
    - vii. Solutions
6. Conference
- a. On 23 April at 3pm.

**Action Items:**

No.	Task	In-charge	Due date
1	Arrangement of meeting with sponsors for presentation run through.	Gabriel	17 April 2016
2	Mock presentation run through and submission of slides.	Team Skulptors	17 April 2016
3	Dashboard standardization on tooltip.	Siying	17 April 2016
4	Integration of warehouse utilization codes.	Xuanyi	17 April 2016
5	Poster and presentation slides preparation.	Gabriel	17 April 2016

The meeting was adjourned at 3.00pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

*Gabriel*

Gabriel Leong

Vetted by,

*Tan Siying*

Tan Siying