

Sponsor Meeting #1

Date	22 August 2016, Monday
Time	10:00am - 11:00am
Venue	SMU Alumni Lounge
Attendees	<u>HoiPOS (Sponsor)</u> Calixto Tay Quah Wee Ming <u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda

1. Company background
2. Project scope discussion and requirement gathering

Discussion

S/N	Discussion
1	Company Background <ul style="list-style-type: none">• HoiPOS is a point-of-sales (POS) systems provider for the Food and Beverages industry.• Data collection points include kitchen, order counters and food collection counters• Business flow (for a cafe) is as follows:<ul style="list-style-type: none">○ Customer place orders and pays at the counter → order is

	<p>received and sent to the respective kitchen counters (drinks or main kitchen) → kitchen staff prepares food → kitchen staff checks food as completed on system → food is placed on collection counter for customers to collect → when food is collected, the order is marked as completed</p> <ul style="list-style-type: none"> ● Data collected includes the following (list is not exhaustive): <ul style="list-style-type: none"> ○ Sales ○ Time taken to prepare food ○ Time taken for customer to collect food ○ Dishes ordered
2	<p>Project Scope and requirement gathering</p> <ul style="list-style-type: none"> ● Current visualization lacks user-friendliness and effective visual analytics; Sponsor seeks improvements through this project. ● Aims to provide analytics that is actually useful to clients. Basic descriptive analysis of data is not sufficient in aiding clients in making better business decisions ● Sponsor to provide team with a small sample of the data in json format for team to prepare for proposal phase.

Action Items

Task	In-charge	Due Date
Draft project proposal	Team	24.08.2016
Explore visualization	Team	24.08.2016
Email draft proposal to the sponsor	Shiqi	24.08.2016

Prepared by,
Joanna Tan

Vetted by,
Shiqi Chen