

# Supervisor Meeting #1

<b>Date</b>	24 August 2016, Wednesday
<b>Time</b>	10:00am - 11:00am
<b>Venue</b>	SMU SIS Meeting Room 4.3
<b>Attendees</b>	<u>Supervisor</u> Professor Kam Tin Seong <u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
<b>Absentees</b>	N/A

## Agenda

1. Team progress and proposal update

## Discussion

S/N	Discussion
1	<b>Team progress and progress update</b>  Presented first draft of proposal to Supervisor <ul style="list-style-type: none"><li>• Proposal should only reflect what the team is planning to do throughout the entire course</li><li>• To include Gantt Chart for time schedule so that there is an estimation of how much effort/time is required for each project task. Understanding this will allow team to understand the workload from proposed scope</li><li>• Concerns on having too heavy of a scope:<ul style="list-style-type: none"><li>○ To prioritise more important functions in the perspective</li></ul></li></ul>

	<p>of the sponsor.</p> <ul style="list-style-type: none"> <li>• Usage of Tableau to produce mock-ups instead of starting coding immediately</li> <li>• As this project is heavy on visualization, there is a high importance in ensuring that visualizations are easily understood by end-users (HoiPOS' clients)</li> </ul> <p>Concerns regarding data</p> <ul style="list-style-type: none"> <li>• Current data format provided by Sponsor is in json</li> <li>• Advised to request for csv format</li> </ul> <p>Advice on proceeding forward</p> <ul style="list-style-type: none"> <li>• Document current visualizations used by Sponsor and provide a critical review to establish the need for improvement</li> <li>• Look into incorporating React.js into the dashboard</li> </ul>
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### Action Items

Task	In-charge	Due Date
Update project proposal	Team	26.08.2016
Email sponsor for ER diagram and data	Shiqi	26.08.2016
Explore React.js	Team	09.09.2016
To remind Supervisor to send team NDA	Shiqi	02.09.2016

Prepared by,  
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Vetted by,  
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