PROGNESIS

TEAM MEETING MINUTES

Date:	16/08/2015
Time:	1400hrs
Venue:	Benches outside Subway at SIS
Attendees:	Diana Binte Eddie, Eva Tan Guan Hua, Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Vu Hoang Minh
Agenda:	FYP 1. Settle on roles and responsibilities 2. Brainstorm on brief solution scope

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	**Roles and Responsibilities:** 1. Project Manager: Karen a. Job Delegations b. Manage wiki c. Scheduling d. Mange the team e. Lead meeting with clear agenda 2. Technical Lead: Minh a. Manage overall development of app b. Aid project manager in estimating timeline from design to project submission c. Setting up Development & Production environment d. Standardizing tools for development 3. Lead Back-end Developer: Yi Xuan a. Set up servers in AWS b. Set up web servers in node.js c. Deploy application to production 4. Lead Front-end Developer: Diana a. Design and Wire framing b. Integrate build tools c. Create REACT components 5. Business analyst: Claudia & Eva a. Liaise with external clients b. Specifying Functional Requirement Specifications c. Market research i. Content management	-	-

2.	**Problem faced by VersaFleet:** 1. VersaFleet captures large amount of data produced by logistics SMEs' operations which logistics SMEs cannot effectively utilize, hence resulting in opportunity costs. 2. SMEs will soon lose their competitive edge **Proposed Solution:** 1. In-depth analysis and splicing of these big data sets can provide useful insights into the operational deficiencies of the logistics SMEs. 2. Data from individual companies can be anonymized for key insights into logistics productivity at an industry-level, where national standards for efficiency can be established and monitored **Solution Scope:** 1. Functionalities 2. Analytics - Descriptive/Diagnostic/Predictive a. What kind of data are we dealing with? i. Revenue vs distance ii. Delivery timing iii. Delivery location iv. Bill cycle time v. Order processing time vi. Driver's mileage/deliveries made per day? b. Alerts c. Login/Securities d. Automatic Report 3. Non-Functional requirement a. Easy to maintain cost-wise and effort-wise b. Efficient algorithm	-	-

Vetted by: Eva

Follow up: To be circulated amongst team