

SUPERVISOR MEETING MINUTES

Date:	29/02/2016
Time:	1030hrs
Venue:	Prof Chris Boesch's Office
Attendees:	Claudia Foong Pui Shuen, Goh Yi Xuan, Karen Lim Wen Yan, Eva Tan Guan Hua, Vu Hoang Minh
Absentees:	Nguyen Luong Thanh
Agenda:	<ol style="list-style-type: none"> 1. Update Prof on what we've learnt during Mid Terms 2. Other advice

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	<u>What we've learnt during Mid Terms</u> <ol style="list-style-type: none"> 1. To show the usefulness of our application, we should have data saying that users want our application immediately even when it won't go live. 2. Plan A - live app: Getting authorisation from approver, date, authorisation 3. Plan B - partial deployment: Plan for more user testing. Getting non-users to validate the usability and usefulness of our application if we are unable to get actual users by a stipulated date. 4. Be prepared to justify our choice of actions 5. Find out the reason why application is not going live by doing more user testings 	-	-
2.	<u>Other advice</u> <ol style="list-style-type: none"> 1. Regarding going live, client should know what the app is about and how it works. 2. Learning objectives for our proof of concept from now till finals would differ from projects that are going live, as they would be able to understand real needs of users from app store/apple store. 3. Implement tooltips for graphs to direct them to look at table 4. Have a clear call-to-action. Currently, by looking at the graph/table, user are unable 	-	-

	<p>to find out what they are supposed to do.</p> <ol style="list-style-type: none"> 5. Identify the mandatory documents or data that logistics SMES would need to produce for meetings currently (spreadsheets, graphs etc.). 6. Show how our features solve problems that users are facing rather than problems that we speculate that they have <ol style="list-style-type: none"> a. Service level agreement b. Quote laws/rules changes 7. Risks are things beyond our control 		
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Vetted by: Eva

Follow up: To be circulated amongst team