



SUPERVISOR MEETING MINUTES

Iteration No.	2
Meeting No.	1
Date of Meeting: (Day Month Year)	22 October 2013
Time: (hh:mm to hh:mm)	16:00
Venue:	SIS GSR 2-7
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Vet project proposal
- (b) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- a) Vet Project Proposal
 - Consider function of location tracking of participants
 - Deliverables are clearly defined

- Might be good to note down X-Factor – can put it in the project description or a footnote in the functionalities

b) AOB

- Schedule Metrics
 - i. Give proper labels for x and y axes
 - ii. Should be used across iterations not within
 - iii. Plan the iterations and then trend them against previous iterations
- IIE Innovation Awards
 - i. Go ahead and try it out
 - ii. Can even mention it in wiki if any form of recognition is given
- Survey
 - i. Ideal sample size
 - 1. A good sample is not just about numbers, but also about the demographics
 - ii. Ask participants to rate functionalities
 - iii. If possible to reach out to event organisers, get them to take part as well
 - iv. Focus Group Discussions: Event organisers are competitive, it is possible for them to think another party wants to steal their ideas
 - 1. Not productive because they would be holding back their thoughts and opinions
- Future Supervisor Meetings Deliverables
 - i. Metrics
 - ii. Bugs, technical issues
 - iii. Workload issues, anything that is holding the team back from being on task
 - iv. Currently nothing much to show is ok because the team just started out
- Meeting before Acceptance
 - i. To check slides content and order of arrangement
 - ii. 4th November is a comfortable date
- Wiki
 - i. Should be informative
 - ii. Easy to see and search for information
- Packaging



- i. Can pose on website, show sample analytics or reports on the website
- Diagrams
 - i. Architecture diagram needs more work – next level of detail

4. Next Meeting	
Date of Meeting: (DD/MM/YY)	04 November 2013
Time: (hh:mm to hh:mm)	15:30 to 17:30
Venue:	SOA SR 2.4

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Architecture Diagram	Guo Hao	25 October 2013
IIE Proposal	Noelle	26 October 2013

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 22 October 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 22 October 2013