

DATE	24 March 2014
TIME	1pm
VENUE	Green Transformation Lab
ATTENDEE(S)	Chua Pei Shan, Lim Xin Yi, Shemin Ang, Gwendolin Tan, Ng ZhenYuan Client: Mr Tan Pang Jin
ABSENTEE(S)	Ms Tan Kar Way

AGENDA	<ol style="list-style-type: none"> 1. Feedback on Application 2. Dates for Validation Testing 3. Dates for User Testing 4 with Client and Sponsor 4. Comments for Video and Poster
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Topics	Details
Feedback on Application	Update client for all the changes done. <ol style="list-style-type: none"> 1. Feedback on Deconsolidation: <ul style="list-style-type: none"> • Add instructions to let the users know that the markers can be moved around after deconsolidating. • Replace “markers” to “location” in the instructions. 2. Test on import and export for User Testing 3/Functional (Validation) Test to make sure that this function works and this function is useful for supply chain managers.
Dates for Validation Testing	There will be three testers for Validation Testing. <ul style="list-style-type: none"> • 2 Testers from DHL <ul style="list-style-type: none"> ○ Tester #1: Meeting Time and Date, 24 March 2014, 1pm ○ Tester #2: Meeting Time and Date, 25 March 2014, 2.30pm • 1 Tester is SMU SO Professor. <ul style="list-style-type: none"> ○ Meeting Time and Date, 24 March 2014, 2pm
Dates for User Testing 4 with Client and Sponsor	Testing Dates with Client and Sponsor: <ul style="list-style-type: none"> • 24 March 2014, Monday 10.30am
Comments for Video and Poster	<p>Video: Should include the following words in the video:</p> <ul style="list-style-type: none"> • Carbon • Easy to use <p>Poster:</p> <ul style="list-style-type: none"> • Instead of using Consolidate key players, change to consolidate shipment

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	<ul style="list-style-type: none">• Instead of using Split Key Players, change to Expand Capacity across geographical location.
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S/N	Task	Member Responsible	Due Date

The meeting ended at 1.45pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,
Pei Shan