

TEAM MEETING MINUTES

Date:	05/11/2015
Time:	1400hrs
Venue:	Meeting Room 4.3
Attendees:	Claudia Foong Pui Shuen , Eva Tan, Karen Lim Wen Yan, Nguyen Luong Thanh, Vu Hoang Minh, Goh Yi Xuan, Prof Benjamin Gan
Absentees:	-
Agenda:	1. Acceptance feedback

No.	Task	Follow Up(Person-In-Charge)	Deadline
1	Refer to Xero as accounting software from now onwards	-	-
2	Put prototypes in slides	Eva	Mid Terms
3	Revise what team has learn from the other tools in the market, because it is insufficient to say Versafleet analytics is better just because it is customized for our users	Eva	End 12/2015
4	Input more of IDP findings <ol style="list-style-type: none"> Whenever a study is being done, include the identities of the users recruited and the process of recruitment (meaning how did we recruit and the tasks they did) Explain how did these IDP findings help to improve the application Explain what we did to gather user data regarding what KPIs they use and why we selected the KPIs SCOR Framework (KPI selected, based on what can be calculated, meet with customer, IDP explain how you selected these) 	Eva	Mid Terms
5	To-be process to be shown in slides, regarding the interaction with users, register and integration, etc.	Eva	End 12/2015
6	Project Management: <ol style="list-style-type: none"> Revise iterations since our app has to be almost complete to hit X-factor Deployment has to be done 2 weeks before midterms to hit X-factor User test has to be done before live 	Karen	13/12/2015

	<p>deployment</p> <ol style="list-style-type: none"> PM to present task metrics in mid term to show how evenly distributed workload is Iteration to be at most 2 weeks when term starts Revise change management, have a formula as a criteria for change management Show change log and criteria for prioritizing 		
7	<p>Revised X-factor: X factor: 8-10 active (login per week) users (2 metric reports per week = 50 reports total) 50% existing VersaFleet users adopt (by midterm) OFR</p>	-	-
8	<p>Technical Complexities:</p> <ol style="list-style-type: none"> UI to access Xero is bad Filter by set dates (good to be more flexible) Login, Dashboard (delivery), Invoice, Filter by set dates (might be good to be more flexible) Filter by variables should only filter individual variables e.g. for drivers only "Kumar", "Ah Tan" etc. but not "all" Displaying graphs is statistical, it is not an analytics app. Not sure part by business is enough Front end: Flux (redux implement this). Good to show code. Need to explain how this single page works with MVC (no reuse) MVC is not used at the backend. Revise for mid-terms Provide more details about flux, in terms of how it works, how redux implements it and its advantages. Current explanation is not clear Be more explicit about git → mention Bit Bucket 	Minh	End 12/2015

Prepared by: Eva

Vetted by: Karen



Follow up: To be circulated amongst team