# Supervisor Meeting 7

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| **Date:** 16 October 2017 |
| **Attendees:** An Jae Hyeong, Ye Min Oo, Jagdish Singh Parmar, Bernita Toh, Lin Yu Mai |
| **Which server to use?**Machine server vs. AWS (Recommended architecture)* Client prefers AWS (easier approach)
* Team recommends machines server for multiple reasons
1. Security -AMS contains sensitive information
2. Learning experience – pose technical challenges for the team

Prof comment: analyse the issue more. Do a SWOT.**Project Hours Module – important module as it is related to client’s revenue.**Important to gather a good amount of data for quality analytic reports.Prof Comment: Toggl – get inspirations from, or adopt (integrate) it.**Preparation for Midterms**Evidence of proper project management – *e.g. CIO & Scooter’s Wiki** Project timeline/schedule/Gannt
* Burndown chart/Activity Tracker
* Project Metrics
* PM diagrams/ PMSB
* Issue/Bug tracker process
* Sponsor/Customer/User Management
* Coordinator/Supervisor/Mentor Management
* Internal / Team management
* Change and Risk Management
* Current number of minutes: 17 -> to hit minimum 25 by the mid-terms

Technical complexity* Justify the use of analytics (dashboard module) to score on technical complexity/quality attributes (design)

Presentation:* X-Factor & Team Effort
* Reflection/Learning Outcome
* Derive a way to make presentation more memorable / approach
* It is important to present our solutions clearly
* Present a way to describe the current situation (using scenario) – workflow

User Acceptance Test – e.g. Aladdin (10 points allocated)* Correlate what we learnt from IDP (bring in terms and methods/approaches used in the class)

X-Factor* Ben Gan wants a quantified measure
* KPIs will still be introduced but will instead be considered ‘value to sponsor’
* 150 tasks completed/150 invoices processed by midterms -> new x-factors
* Hence, dashboard module will be shifted to tertiary function so that the team has more time to clean up the database for quality data to be extracted for analytics

**Risk/Change management – e.g. Legit*** Include a process (workflow) and show evidence that we are following the process

**To prepare a full draft of Midterms by 30 Oct 2017****Team to meet Prof. Ben Gan every fortnight (approved by Prof. Raf)****Next meeting on 23 Oct 2017.** |