# 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.** |