

## TEAM MEETING MINUTES

<b>Date:</b>	14/01/2016
<b>Time:</b>	1700hrs
<b>Venue:</b>	SIS GSR3.2
<b>Attendees:</b>	Claudia Foong Pui Shuen, Eva Tan Guan Hua, Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh Minh, Vu Hoang Minh
<b>Absentees:</b>	-
<b>Agenda:</b>	1. Confirm possible additional features to include and its display/presentation

No.	Task	Follow-up(Person-in-charge)	Deadline
1.	<p><b>Confirm possible additional features to include and its display/presentation</b></p> <p><b><u>Home Module</u></b> Performance growth:</p> <ol style="list-style-type: none"> <li>Overall DFR</li> <li>Best/median/worst DFR in drivers/customers/pickup regions/delivery regions/volumes</li> </ol> <p><b><u>DFR Module</u></b></p> <ol style="list-style-type: none"> <li>Mid Level <ol style="list-style-type: none"> <li>Include performance growth column for different dimensions</li> <li>Include a median line</li> </ol> </li> <li>Low Level <ol style="list-style-type: none"> <li>By default, total number of trips is displayed</li> <li>Once user selects “compare”, <b>checkboxes (late, on time)</b> appear</li> </ol> </li> </ol> <p><b><u>Alert Module</u></b></p> <ol style="list-style-type: none"> <li>Mid Level (Have a checklist before a notification pops up) <ol style="list-style-type: none"> <li>Keep it up for XXX</li> <li>Investigate XXX</li> </ol> </li> </ol>	-	-

Vetted by: Eva

Follow up: To be circulated amongst team