

Supervisor Meeting 9

Date	26/10/18
Time	1.30pm – 2.30pm
Venue	SMU SIS
Attendees	<ol style="list-style-type: none"> 1. Hong Yang 2. Jeryl 3. Larry 4. Solomon 5. Chester
Agenda	<ol style="list-style-type: none"> 1. Midterms Review 2. Outstanding Work

Agenda

Item	Description
1	<p><u>Poster</u></p> <ul style="list-style-type: none"> • Need to define object, learning outcome, x factor. • Its okay to not have project name. • Sponsor name is not enough, need the role of the sponsor.
2	<p><u>Video</u></p> <ul style="list-style-type: none"> • We are going to state problem, take over manual task with our solution to come up with actionable insight • Problem statement isnt shown very clearly • Show some of our chart • They need to know their business and customer • The project is not to save time • Previously they eyeball data but why people do visulisation • Help them make more informed decision and understanding the business better. • objective should say something about the benefit of the. • Sponsor needs to check if we are leaking any of their data.
3	<p><u>Data Upload</u></p> <ul style="list-style-type: none"> • If its duplicated, they need to know which are the duplicated one • How long is the upload for at least a month worth going to take? • Don assume they are okay, we need to get their consensus on the way we upload and deal • with error file • They need to tally the records.
4	<p><u>Charts Data</u></p>

	<ul style="list-style-type: none">• Jan 2017 to Dec 2017 and not Jan 2018• Why these 3 fields?• The experts feels that these• Why use this approach?• Find literature that support your use.• Percentage of the cluster size• First flow to go store and get overview• Check with user
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The meeting was adjourned at 2:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jeryl

Vetted and edited by,
Solomon