

SUPERVISOR MEETING MINUTES

Date:	04/03/2016
Time:	1100hrs
Venue:	Prof Chris Boesch's Office
Attendees:	Claudia Foong Pui Shuen, Goh Yi Xuan, Karen Lim Wen Yan, Eva Tan Guan Hua, Vu Hoang Minh
Absentees:	Nguyen Luong Thanh
Agenda:	1. Update Prof on changes

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	Change in X factor: <ol style="list-style-type: none"> 80% of versafleet users responded that they are likely to become active users of our application after go-live Sypher Labs would showcase VersaFleet Analytics when onboarding their new clients (to encourage them to use VersaFleet) <ul style="list-style-type: none"> Focusing more on usability testing, proof of concept 	-	-
2.	Feedbacks: <ul style="list-style-type: none"> Get 2-3 real users to test and 10 other student users to test Mention in finals about going live but clients made other plans for Versafleet Analytics 	-	-
3.	Extras: <ul style="list-style-type: none"> Auto deployment is considered as technical complexity Highly recommended to run test deployment during finals 	-	-

Vetted by: Eva

Follow up: To be circulated amongst team