# Supervisor Meeting – Final Presentation Rehearsal 1

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| **Date:** Friday, 23 Feb 2018 |
| **Drafted by :** An Jae Hyeong |
| **Attendees:** An Jae Hyeong, Jagdish Singh Parmar, Bernita Toh, Lin Yu Mai, Ye Min Oo |
| **Discussion*** The first full rehearsal with the supervisor in the actual presentation environment
* With client management being a key part of the project, ensure that the factor is well-elaborated in the presentation
* More elaboration required for “User Testing” as the reviewer pays particular attention to the section
* Project Management section requires more clarity in general
* The following feedback/comments were raised during the rehearsal for improvements:
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| **To-do*** Introduce an overall presentation progress bar at the bottom of every page
* Under “Problem Overview”
	+ Identify and present the problems as we introduce the current business process step by step, instead of presenting each problem as a point
* Under “Solution”
	+ Change the “Languages Used” to “IT Languages Used”
	+ Update the number of IT languages used
	+ Update the solution overview diagram so that it highlights the key features of the system
	+ Remove Python from the “Technology Used”
* Under “Demonstration”
	+ Summarise and highlight the improvements made to the business process by the system in relation to 1) problems 2) objectives 3) solution 4) results
* Under “User Testing”
	+ Introduce illustrations to replace the wordy slides – for easy understanding as a lot of contents will be presented under this section
	+ Show screenshots of the system “Before” and “After” making updates to the system based on the feedback given on each user testing
* Under “Project Management”
	+ Clear explanation with regards to the figures (metrics, number of changes made) required in general
	+ Explain clearly how the change in scope relates to the changes in the timeline
* Under “X-Factor”
	+ Ensure that the figures are updated (for final x-factor as well as the “Date Uploaded” table)
* Under “Reflection”
	+ Team to present the individual reflection with more passion
	+ Ensure that client testimonial adds values to the presentation overall – separate communication to be arrange with the client to emphasize on this
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| **Learning point(s)*** There is no need for the team to present parts which reviewer may point out for further explanation (weak links)
* Instead, highlight and elaborate on the key events/strengths of the project
* Appropriate use of diagrams will aid in the reviewers understanding of the contents
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