# 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: |
| **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 |
| **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 |