

## AGENDA MEETING

<b>Meeting Title</b>	Supervisor Meeting
<b>Date</b>	20-10-2012
<b>Start Time</b>	1100
<b>End Time</b>	1220
<b>Called By</b>	Suriyanti
<b>Venue</b>	SIS Level 4
<b>Attendees</b>	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
<b>Objective</b>	Midterm Review

### PREPARATION FOR MEETING:

Please Read	Please Bring:
-	-

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Midterm Review	All	20-10-2012
2	Update current progress (incl. Changes made after midterm presentation comments) <ul style="list-style-type: none"><li>- How we make sure our result is really optimised</li><li>- Ranking of algorithmic cost</li><li>- More testers for UT2</li></ul>	Suriyanti	20-10-2012
3	Team has determined PIC for each individual to monitor each other's progress	Glorya	20-10-2012
4	UT2 Info (w client and w peers)	Suriyanti	20-10-2012

## MINUTES OF MEETING

Meeting Title	Supervisor Meeting
Date	20-10-2012
Start Time	1100
End Time	1220
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Absent	-
Objective	Midterm Review

### DECISIONS:

No	Subject	Decision
1	For final presentation	<p>Focus on the practical impact on the client, instead of how optimal the greedy algorithm is.</p> <ul style="list-style-type: none"> <li>- Quantify how it will benefit the client</li> <li>- Say what we have done to make it easier for them to use the software</li> <li>- Delivers value: used for management planning for the actual handover (frame it in terms of value to client)</li> <li>- Points out that they actually use it if they do.</li> </ul> <p>Emphasise what is new</p> <p>Highlight that our system is an analytical tool. It is not a scheduling tool.</p> <p><b>Do experimentation</b>            Test a few numbers for the algorithmic cost and see how different cost structure affects the result.            Perhaps, can try to change 1 figure only and fix the rest.            e.g. Try using chronological orders instead of using supply and demand method → result has improved (tried a new scheme of method)</p> <p>Focus on: simulation, scheduling, analytics, new things.            Less on: bootstrap, other use cases, remind on the intro part.</p> <p>Improve on the presentation atmosphere ☺</p>
2	User Testing	Have another last User Testing when simulation is complete.
3	Video	Introduce the problem, say about complexity, and outcome.
4	Poster	Compare current and new scenarios.
5	Client	Try to get an actual schedule from clients Ask how do they design the roster
6	Next supervisor meeting	3 <sup>rd</sup> Nov 2012, 11 am. Venue: SIS Level 4.

### ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Poster	To be shown to Prof Hady in the next meeting
2	UT 2 & 3 result	To be shown to Prof Hady in the next meeting

NOTES:

Prepared by,

Suriyanti

Vetted and edited,

Glorya

Endorsed by supervisor,