

# Supervisor Meeting Minutes

## Meeting Information

Date/Time:	19 March 2018, 345PM – 5PM
Venue:	Prof Rafael's Office
Agenda:	Supervisor Meeting
Minutes by:	Cheryl Lee
Vetted by:	Ailin Cheau

## Meeting Attendance

S/N	Team Member	Role (Refreshed)	
1	Cheryl LEE Sze Min	Project Manager / Quality Assurance	Present
2	CHEAU Nor Ailin	Backend Developer/ Deputy PM	Present
3	Grace FOO Huan Ting	Frontend Developer / Deputy iOS Developer	Present
4	LEE Pei Jia	iOS Developer / Deputy Front End	Present

### Notes

S/N	Topic	Notes & Tasks
1 Mobile App Improvements		Good-to-have  Explore methods to un-download something that you've already downloaded → in case of space constraints on the phone.  Download part of the learning package,  Download on the go  Download the bangkok map and that's it.
		Just change accordingly to the location.  Do you want to have everything on the phone? Think about having a collapse button so that you don't have to scroll all the way down  Why are you going to purchase this app? Why are you going to get this app?  Instead of due date, you can have number of attempts, and highest score or last score.  Make it a bit fatter so it takes up more space
		Learning journey number 1, add the number of weeks, include the week name.
2	Forecasting & "Sharpening the Saw"	Current WIP:  1. Offline Learning 2. Web Analytics 3. Edit/Delete 4. Encryption
		Need to be able to measure our machine capacity, to manage workload



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We need to be predictable, to manage time and capacity.

As a team, how to minimize the stress level? Steps:

- Understand what is the key problem
- Then sharpen the saw

Sharpen the saw – Based of 7 Habits of Highly Effective People First set of 3 habits is to manage yourself Next set of 3 habits is to manage others

Last one: Sharpen The Saw

#### Example:

You need to cut a tree, and you're using an axe to cut the tree. Your axe is not sharp and you have no time to sharpen the saw. How?

To be more efficient, you need to take time to improve your skill and the tool to improve the process, so that you can be more efficient overall.

#### What we can do:

Understand the problem, as a team, and understand how to reduce the stress level of our team manage.

No time to do the experiment now, research more. Team needs to come together to solve this as this is the most valuable feature of this project.

#### Goal:

Cut down the predicted 12 days into 6 days

#### Calculation & Prediction

- If you do 5 hours a day, for 12 days, we have 60 hours/person
- Total hours for the whole team is 240
- Identify what we need to do
- Put more resources into the offline learning, and reduce those that have lower value.

Outsystems – low cost development tool

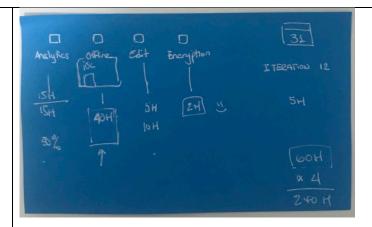
#### Key takeaway:

Strategic use of time. Most important asset we have over the next 4 weeks. Invest your time in the best way possible.

Do or do not, there is no try.



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Based on WIP tasks, understand how long you plan to take for each. Identify the amount of time taken and amount of value to sponsor.

#### **Current WIP:**

- Technical complexity core data feature
- Backend is fully done for analytics (15 hours)
- Front end to finish by end of this week (15 hours)
- Offline 40 hours (high effort, high value)
- Edit/Delete 5 hours for backend, front end 10 hours (low value)
- Encryption 2 hours (inclusive of testing etc) (low effort, high value)

#### To-Do

S/N	Task	Assigned to
1	Research on offline learning portion	All
2	Start on slides	PM
3	Plan for UAT 4	All