



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	<p>Good-to-have</p> <p>Explore methods to un-download something that you've already downloaded → in case of space constraints on the phone.</p> <p>Download part of the learning package,</p> <p>Download on the go Download the bangkok map and that's it. Just change accordingly to the location.</p> <p>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</p> <p>Why are you going to purchase this app? Why are you going to get this app?</p> <p>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</p> <p>Learning journey number 1, add the number of weeks, include the week name.</p>
2	Forecasting & "Sharpening the Saw"	<p>Current WIP:</p> <ol style="list-style-type: none"> 1. Offline Learning 2. Web Analytics 3. Edit/Delete 4. Encryption <p>Need to be able to measure our machine capacity, to manage workload</p>



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	<p>We need to be predictable, to manage time and capacity.</p> <p>As a team, how to minimize the stress level? Steps:</p> <ul style="list-style-type: none">- Understand what is the key problem- Then sharpen the saw <p>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</p> <p>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?</p> <p>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.</p> <p>What we can do: Understand the problem, as a team, and understand how to reduce the stress level of our team manage.</p> <p>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.</p> <p>Goal: Cut down the predicted 12 days into 6 days</p> <p>Calculation & Prediction</p> <ul style="list-style-type: none">- 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. <p>Outsystems – low cost development tool</p> <p>Key takeaway: <i>Strategic use of time. Most important asset we have over the next 4 weeks. Invest your time in the best way possible.</i></p> <p><i>Do or do not, there is no try.</i></p>
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		<p>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.</p> <p>Current WIP:</p> <ul style="list-style-type: none"> • 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)
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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