

Date: 9 Mar 2018
Time: 12.30pm
Venue: SMU SIS 4048

Attendees: Gerald Tan
Bertran Queck
Yeo Yi Xiang
Jamie Chew
Toh Yi An
Hwee Xian

Notes:	<ol style="list-style-type: none">1. Review of Midterms Feedback<ol style="list-style-type: none">a. Technical part is OK, need to relook educationalb. Reflection/Learning outcome must “jump out”c. Try to aim at least 4 and above for UT 42. Objective of POD<ol style="list-style-type: none">a. Quantitative and Qualitative3. Revised X factor<ol style="list-style-type: none">a. How many percent improvement? App ratings? Usability? Learning?4. Admin panel - Descriptive analytics<ol style="list-style-type: none">a. Helping the user to understand how to deduce/what to do with the informationb. Grouping intents under same category by colourc. Live support: total number of requests vs live supportd. Donut chart<ol style="list-style-type: none">i. Ask sponsor if he prefers groups of intents or individual intents?ii. Otherwise how do i read the chart?iii. What does he wants to get out of it?iv. How is he going to act upon it? e.g. top 5 intents, etc.
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The meeting was adjourned at 1.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie