TEAM HEI

SUPERVISOR MEETING MINUTES 01, 27 OCTOBER 2014

Subject:	Minutes 01
Date:	27 October 2014
Time:	1530
Venue:	SMU SIS, Level 5
Secretary:	Ngoh Jun Dat

Attendees:

1. Professor Benjamin Gan
2. Ngoh Jun Dat
3. Chester Chiew Wei Hong
4. Jasmine Lin Qianru
5. Kong Yu Ning

Meeting Agenda:

1. Introduction to Project
2. Application Workflow
3. IS480 Wiki
4. Frequency of Meeting with Supervisor
5. X-Factor

Planned Agenda
1. Introduction to Project **1.1.** Yu Ning explained our project to Professor Ben and Chester walked through our current project progress by showing our application. **1.2.** Professor Ben pointed out that the word "Option" used in our application is not intuitive and may mislead the user. **1.3.** Professor Ben also enquired the details that can be customised in our application and Yu Ning explained that customisation of the email variant will be done in the later sprint. **1.4.** Professor Ben asked the details that are currently tracked in our application and Yu Ning responded that we are able to track the time the email is opened. **1.5.** Professor Ben advised the team to improve on our Analytics Dashboard and the dashboard should show real time data by Acceptance Presentation. **1.6.** Professor Ben enquired if we would be using any third party service provider such as Qualtrics Survey Software or SurveyMonkey to gather responses. Jun Dat

explained that our client, IDA, does not require the recipients to fill in survey and hence it is not a required feature. Jun Dat added that our application is focusing on understanding what subject line and design of the email would best prompt citizen to open and view the email.

2. **Application Workflow**

   2.1. Professor Ben asked if the team has a workflow to show the process of using our application. The team responded that we have created a storyboard and directed Professor Ben to our wiki page.

   2.2. Professor Ben suggested that the team creates a workflow instead of a storyboard as storyboarding may not be useful in illustrating our application.

   2.3. Professor Ben added that workflow is particularly important for our project as it helps people external to our project to picture how our application works.

3. **IS480 Wiki**

   3.1. The team asked Professor Ben if there are any further improvements to our wiki and Professor Ben commented that our wiki looks good.

4. **Frequency of Meeting with Supervisor**

   4.1. The team enquired the frequency of meeting with Supervisor.

   4.2. Professor Ben mentioned that Supervisor meeting is weekly and it is often dependent on the team's progress.

   4.3. Professor Ben added that he is available every Friday after 3.30pm and Thursday from noon and before 3.30pm.

   4.4. Professor Ben also told the team that Supervisor Meeting will usually take 45 minutes.

5. **X-Factor**

   5.1. Yu Ning asked Professor Ben what could be our X-Factor and he said that C# is not an X-Factor as other teams are also using C#.

   5.2. Professor Ben added that it has to be a factor that sticks out and it would distinct us from other teams. He suggested the following for the team to brainstorm on:

   5.2.1. Value for Sponsor (E.g. Sponsor hires another team to deploy the application, Sponsor learns new insights from our application)

   5.2.2. Project Management (E.g. Using unique metrics)

   5.2.3. Technical Complexity (E.g. Back-end T-test, Big data i.e. ability to track 10,000 emails)

   5.2.4. Intuitive User Interface but it would be difficult to justify

Action Items:

Task	Due Date	Member in-charge
Application Workflow	2 November 2014	Jun Dat

The meeting was adjourned at 4.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning