

TEAM R&I

Supervisor Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	20/08/2019	Time:	1900 - 2000
Meeting Facilitator:	Liting	Location:	SIS Office 4048

1. Meeting Objective

1. Demo
2. Slides/Poster
3. Weekly Updates

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Absent	Night Class
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
Technical Complexity <ul style="list-style-type: none">- Load Balancer<ul style="list-style-type: none">o Mention that the transformation and service mediation layer is not ours. Only the load balancer is ours- Extensibility<ul style="list-style-type: none">o Nothing- Transaction history<ul style="list-style-type: none">o Usability: doesn't load to longo Scalability: If there is more accounts or more transaction historyo Need to label the chart- Carbon footprint<ul style="list-style-type: none">o How we achieve it – modularizeo What are the advantages?- User Testing	Liting

<ul style="list-style-type: none"> ○ UT7 Feedback - #2, not loading time too long, is that stock history is not working ○ UT7 Feedback -#4, answer and GET THE SCORE ○ UT score should be average not raw score ○ UT8 feedback - #3, shouldn't be find out the cause, should put in the cause ○ Put question for the overall rating - Project management <ul style="list-style-type: none"> ○ 100% completed, change the number of Sup Meeting ○ Previous project scope is ○ Add "change login" details ○ Highlight changes – removed or added ○ Reupload the task metrics – change to show plan and actual ○ Explain low parts of the task metrics - X-Factor <ul style="list-style-type: none"> ○ the details are swapped ○ Reduce text on the slide 50 ○ Calculate the difference by averaging out individual difference ○ Highlight the number of participants and increase in knowledge ○ Summary the questions – understanding before and after - Formatting error <ul style="list-style-type: none"> ○ RIB to Retail Internet Banking ○ Attributies → Attributes ○ Too many words to for responsiveness ○ Legend for complexity ○ Separate the UT after midterm ○ Legend font for bug bigger 	
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5. Action Item		
Action	Owner	Due Date
Fixed slides	Liting	21 Aug
Peer evaluation	Everyone	21 Aug
Client evaluation	Everyone	21 Aug

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	-
Time	-
Location	-
Objective	-