

## AGENDA MEETING

<b>Meeting Title</b>	Team Meeting
<b>Date</b>	05-10-2012
<b>Start Time</b>	1545
<b>End Time</b>	1900
<b>Called By</b>	Suriyanti
<b>Venue</b>	SIS Level 5
<b>Attendees</b>	Suriyanti, Glorya, Yosin, Jek Bao, Minh
<b>Objective</b>	Job Divison for Slides Editing

### PREPARATION FOR MEETING:

<b>Please Read</b>	<b>Please Bring:</b>
-	Laptop

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Presentation rehearsal	Suriyanti	05-10-2012
2	Update on current progress	Yosin	05-10-2012

## MINUTES OF MEETING

Meeting Title	Team Meeting
Date	05-10-2012
Start Time	1545
End Time	1900
Venue	SIS Level 5
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Update current progress, presentation rehearsal

## DECISIONS:

No	Subject	Decision
1	Benefits slide (Glorya)	<p>Show the calculation on how we derive to the numbers            ➔ Show the comparability of both figures (which part is comparable or not)</p> <p>Remove Recall Cost and MAC Cost.</p> <p>Tell the outline of the project at the start of presentation            (say: demo will only come in the middle after we have understood the business domain)</p>
2	Bootstrap Data (Minh)	<p>Remove Staff Name column</p> <p>“Huge” amount for data ➔ change to some numbers (of rows, maybe)</p> <p><b>Don't need slides on UI (screenshot) since we are doing demonstration</b></p> <p>Upload the wrong file and it should not work. (Minh)</p> <p>Start with demo on failed upload (should prompt some error)</p> <p>Keep to 3 slides. Focused on business logic transformation. Other, e.g. slide 29 can be removed. Cut down on the examples.</p>
3	Pseudo Code (Yosin)	<p>Number the tasks, have black box to represent the Greedy Algorithm            (freeze the pseudo code slide)</p>
4	Simulation (Yosin)	<p>Air time: talk about time taken from last time till now. Talk about what is happening during this processing period. Link to the pseudo code.</p> <p>Add timeline of completion time journey.. (add it at: X-factor efficiency bullet). Highlight on the completion time.</p>
5	Demo (Jek Bao)	<p>Demo will come before “Simulation” slide.</p> <p>Highlight that it has been deployed on client's machine</p>
6	Manage Simulation Parameters (Minh)	<p>Remove topic on K-S Test.</p>

7	User Testing Result (Suri)	<p>Reasons:</p> <ol style="list-style-type: none"> <li>1. On spot bug (which we have found out the reason and addressed)</li> <li>2. We actually tested on different sets of data, thus there are things that we have not catered for. And we realise that</li> <li>3. Data comes in 01/09/2012</li> </ol> <p>Highlight on UT2.</p>
8	Wiki page (Glorya)	<p>Midterm wiki page link (need)</p> <p>Wiki: Glorya (PIC), Yosin(QC) Software: Suri (UI QC), Yosin (result QC) Slides: Suri overall in-charge</p>
9	UI (Minh)	<p>Increase font size. Breadcrumb at manage result is cut off. Change Back and Next button as symbol at right top corner. Number the bread crumb as 1, 2, 3. FINALISE BREADCRUMB DESIGN.</p>
10	Manage Result (Jek)	Prompt user when click Delete button to double confirm with the client

#### ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					
4					
5					
6					

#### CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

#### NOTES:

Prepared by,

Suriyanti

Vetted and edited

Glorya