DATE	7 October 2013
TIME	3.45pm
VENUE	Green Transformation Lab
ATTENDEE(S)	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Client: Mr Tan, Ms Kar Way
ABSENTEE(S)	-

AGENDA	1. Confirmation of Project Scope with Client 2. Confirmation of User Interface

Topics	**Details**
Discuss Project Scope with Client	1. Web Application should be able to export 2 user readable files in excel (1 to define location and 1 for the rest of the parameters for the lane). 2. No online saving for analysis/results is required. 3. Import and export of analysis should be done in the same kind of format (Example, Excel or PDF Format). 4. No admin page is required. Formula will be done on calculation. Formula will be done backend. 5. Input and export of parameters must be one of the core functionalities for this web application. 6. Ideal Scenario for Uploading of Data: User is able to load in existing Scenario A, change the document which consists of the parameters upload and save as Scenario B. 7. Business Concerns: No saving online is required/No login & logout because companies might not want to use it as they do not want to disclose their supply chain configurations to DHL/any other users. 8. In Customer Requirement Document, format the document by numberings. Example: 1. Major Deliverable 1.1 Map Interface 9. Breakdown of Customer Requirement Document • Do use case diagram, proper requirements document 10. Client Requirement Sign-off is required. 11. Add in Functionality: User should be able to input user defined name for the pins and define the address. 12. Try: Using collapse for the selected routes to display. 13. Try: Click on the lanes and the form will pop up and user can fill in the form. [Check out and let client know if this is possible.] 14. Form Parameters: • Change Scenario Name to Name of Lane. • Scenario Name should be prompted for user input when they submit the form. • Display the form with the address. (Starting address and end address)

	• Units for Volume should be in cubic meters (cm cube) • Frequency – How long to ship once. For example, each shipment is done weekly, every 7 days. Keep it textbox. (Add in description: Example, 7 days) • Do front end validation to check that the percentage for all mode of transportation adds up to 100%. • Editing user inputs should be available when user input has been added into the table. 15. User is able to upload multiple scenarios. 16. Scenario Management – User should be able to view the whole scenario including map rather than the report. 17. Exporting of data: Raw Data should be in Excel. Results and Graph should be in PDF. 18. Do a pop up instead of displaying results in a new page as the parameters will be gone. Save a scenario into a .CSV file then calculate. 19. Client will be providing the formula next week. 20. Discuss with Supervisor if we should implement Responsive Web Design
Confirmation of User Interface	1. Rename of S1, M1 to user preference such as S_(name of supplier), M_(name of manufacturer). If user does not want to change, then just leave it and enter. - [Check and client know if this is do-able] 2. Include an option for user to manual key in the exact address. (Either on the form or at the node – Can enter the postal code and city/country) 3. User should be able to change parameters between pair to pair / Lane. 4. No rules for dropping the pins (Supplier can go to supplier, no specific order) 5. Do not need scenario name in the form. 6. Add in edit in the table for user to modify the inputs after the inputs are added into the table. [Let client know if we can do it] 7. User is able to save the input / parameter file before submit. (Save on single scenario) 8. Individual Scenario Analysis Results • Single scenario looking at different lanes • Various Route Analysis • Use stack graph or Pie Chart to display the results • Analyzing different routes 9. What-if Analysis (Load from Configuration files) • The chart should be difference instead of Total. • Indicate the exact number on the bar if there is too much scenario to compare. • Show trade-off between CO2, Time and cost. Put into 2 or 3 dimensional chart. Graph is required to capture everything together.

	• Compare CO2 over Time • Compare CO2 over Cost 10. Remove Search for Scenario in the what-if analysis. 11. CO2 have to calculate for individual lanes as well as the total.
Clarifications	1. Lane is Point to Point (Route) – Between two points only. 2. One Scenario is equal to a network (can have many lanes).

S/N	Task	Member Responsible	Due Date
1	Research on adding in manual address	Shemin	9 October 2013 (Completed)
2	Research on Transient Database (A database where inputs will be cleared when the process ends).	Everyone (Completed)	9 October 2013 (Completed)
3	Set up meeting with Mr. Tan, Andrew and Kar Way on Thursday at 4.30pm.	Pei Shan (Completed)	7 October 2013 (Completed)
4	Remind client to send us the formula and the output for the what-if analysis he wants by Thursday.	Pei Shan (Completed)	8 October 2013 (Completed)
5	Update/Do 2nd draft for the customer requirements documentation.	Pei Shan (Completed)	10 October 2013 (Completed)

The meeting ended at 6.40pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,
Pei Shan