

DATE	17 February 2014
TIME	1pm
VENUE	Green Transformation Lab
ATTENDEE(S)	Chua Pei Shan, Lim Xin Yi, Shemin Ang, Gwendolin Tan, Ng ZhenYuan Client: Mr Tan Pang Jin, Ms Tan Kar Way
ABSENTEE(S)	-

AGENDA	1. Feedback on Mid-Term Preparation
---------------	-------------------------------------

Topics	Details
Feedback on Mid-Term Preparation	<ol style="list-style-type: none"> 1. Start with Project Overview to immediately tell the audience what the problem is and what our team is trying to solve. <ul style="list-style-type: none"> • Problem Statement • What our team is going to solve? • Introduce the team 2. Market Research <ul style="list-style-type: none"> • Compare with IBM LogicNet Plus • Change Export Results to Export Report • Display the table in terms of scale/chart. 3. Add quick overview of what the application can do: <ul style="list-style-type: none"> • Supply chain network design (CRUD scenario and lane) • Compare (Analytics Tool) • Carbon reporting 4. Demonstration should be done according to the quick overview or in scenario based/use case. For example: I purchase raw materials from... 5. User Testing Findings <ul style="list-style-type: none"> • Too negative • Do not use words like difficulty, irritated. • Major Findings should be summarised and focus on. • Explain in a way that we have run user testing and we have modified. – Show what our team has done.

S/N	Task	Member Responsible	Due Date

The meeting ended at 2.10pm. 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