

# SUPERVISOR MEETING 1

DATE	14/06/17
TIME	1900 – 2030
VENUE	SIS Level 4
ATTENDEES	Shreyas Marcus Celestine
ABSENTEES	Jazreel Jaren Jeryl
AGENDA	<ol style="list-style-type: none"> <li>1. General Introduction to the project and client details</li> <li>2. Go through proposal to elicit feedback</li> </ol>

## AGENDA

Item	Description	Action by
2	<p>General Feedback</p> <ul style="list-style-type: none"> <li>- Name the application properly so that its catchy and buys peoples attention</li> <li>- SembCorp team will be allowed to attend the milestones. Best to keep open communications.</li> <li>- Pre Project Planning and scoping               <ul style="list-style-type: none"> <li>o Find and study Commercial Off the Shelf Applications that have been used in the market to better understand the scoping and UI elements EG: Event management applications (InItLive – PROF RECOMMENDED)</li> <li>o Try to challenge the client and request if they can use existing packages and we build on it</li> <li>o Do a quick sample survey on employees to gauge details that might be relevant to project and prioritization. EG:                   <ul style="list-style-type: none"> <li>▪ Phone OS</li> </ul> </li> <li>o Find out the number of people within the offices overseas</li> </ul> </li> <li>- Development Phase               <ul style="list-style-type: none"> <li>o During development, make the application as parameterised as possible to make it very flexible and easy to change for potential rollout to the market as a general industry solution. (Think like a startup)</li> <li>o After 50% completion, do very regular testing to ensure that functionality is stable.</li> </ul> </li> <li>- User Testing               <ul style="list-style-type: none"> <li>o For testing, get novice users for testing to truly understand the ease of use.</li> <li>o Make very important note of tentative testing dates and ensure clashes with public holidays are well managed since employees will prioritise holidays over testing.</li> </ul> </li> </ul> <p>Proposal Related Feedback</p>	

	<ul style="list-style-type: none"> <li>- For the schedule and major scope related documentation, colour code as much as possible to make it easier to read</li> <li>- For documentation, do as much online as possible, and shrink down all details into ~5 page documents for easy and fast understanding by readers and audience.</li> <li>- Addition of Scope is strongly encouraged to expand on wow factor. <ul style="list-style-type: none"> <li>o A combination of wide and deep X factor scoping: develop several additions but delve deep into a selected 1 or 2.</li> <li>o Suggested expansion: <ul style="list-style-type: none"> <li>• Chatbot with voice feature, catering to both male and female voices as well as tailored for accents.</li> <li>• Heatmaps of where the users are</li> <li>• Location based data: set standard option to being activated, and allow user to deactivate if wanted.</li> </ul> </li> </ul> </li> </ul>	
	<p>Deadlines</p> <ul style="list-style-type: none"> <li>- By mid-July, a working prototype must be available for presentation to Patrick.</li> </ul>	

The meeting was adjourned at 2030 with the next meeting scheduled on <TBC>.

## TASK LIST

Task	Action by
Establish future meeting dates with Patrick and convey them to him.	Shreyas, all
Develop working prototype by mid-July for supervisor vetting	Dev Team (Marcus, Jaren, Jazreel)

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,  
<Name>

Vetted by,  
<Name>