



TEAM HEI

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SUPERVISOR MEETING MINUTES 06, 13 FEBRUARY 2015

Subject:	Minutes 06
Date:	13 February 2015
Time:	10.00 am
Venue:	SMU SIS, Level 5 Supervisor's Office
Secretary:	Keith Tan Xiang Wei

Attendees:

1. Professor Benjamin Gan
2. Ngho Jun Dat
3. Chester Chiew Wei Hong
4. Keith Tan Xiang Wei
5. Kong Yu Ning

Meeting Agenda:

1. Task Status for Sprint 10
2. Follow-ups from Previous Meeting
3. Project Milestones
4. Questions
5. Any Other Business

Planned Agenda

1. Task Status for Sprint 10

1.1. The team reported that the project progress is right on schedule, having already completed 40% of the required development for the sprint a few days before the midpoint of Sprint 10.

2. Project Milestones

2.1. The team highlighted to Prof Ben that they would be able to complete the Post-UT bugs fixing as well as the T-statistics function right before the end of the sprint.

2.2. The team also commented that they are generally on track to show all deliverables during the Midterm presentation.

3. Midterm Preparation Review

3.1. Having heard that UT3, which was conducted with IDA went well, Prof Ben

advised the team to bring up some of the positive comments made by IDA during the midterm presentation. Prof Ben further added that that these comments would accentuate the fact that the team is indeed providing value to the sponsor.

3.2. Prof Ben advised the team to be more elaborate when touching on the technical complexity during the mid-terms as it is one of the important components of the presentation which the reviewers would be looking out for.

3.3. Prof Ben suggested to allow the CodeExtreme committee to try out the AB Analytics platform to further enhance the team's value to sponsor. An email was sent during the meeting by Prof Ben to the committee to solicit their participation.

3.4. Prof Ben commented that the Team should also inform Eyung that the Supervisor and Reviewers would ask for his opinions during the Midterm review.

3.5. Prof Ben suggested that the Team can sit in for the Midterms presentations of 6Sigma and Marreo to learn from them. He also added that he will inform us if he feels that there are other teams' presentations that we should attend.

3.6. Prof Ben pointed out that he would like to review the Team's technical complexity for the Midterm's, and Jun Dat is to send him further details of the Team's technical complexity on the coming Monday.

Action Items:

Task	Due Date	Member in-charge
Midterm Technical Complexity Slides	16 February 2015	Ngoh Jun Dat

The meeting was adjourned at 11.00 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Kong Yu Ning

Vetted and edited by,

Ngoh Jun Dat