



## SUPERVISOR MEETING MINUTES

<b>Date:</b>	03/11/2015
<b>Time:</b>	1100hrs
<b>Venue:</b>	Prof Chris Boesch's Office
<b>Attendees:</b>	Claudia Foong Pui Shuen , Eva Tan, Karen Lim Wen Yan, Nguyen Luong Thanh, Vu Hoang Minh
<b>Absentees:</b>	Goh Yi Xuan
<b>Agenda:</b>	1. Slides feedback

No.	Task	Follow Up(Person-In-Charge)	Deadline
1a.	<b><u>Problem feedback:</u></b> <ol style="list-style-type: none"> <li>1. Team members have to be clear about project scope and problem - Clarity of project has to be there when presenting</li> <li>2. Problem has to be big enough to start a project</li> <li>3. Team has to understand the business value of the project</li> <li>4. Use of charts to show problems that existing solutions have yet to solve</li> <li>5. Mention that about 2-3 hours of time wasted daily on calculating DFL/ODCT and cost breakdown when reporting to customers</li> <li>6. Time can be used to effectively plan jobs for drivers</li> <li>7. Companies are unable to keep up with reporting demands without our project</li> </ol>	-	-
1b.	<b><u>Solution Feedback:</u></b> <ol style="list-style-type: none"> <li>1. Remove Gentle Learning Curve from comparing tools</li> <li>2. Try to backup with data when comparing tools</li> <li>3. Remove the last 2 lines in the comparing tools table</li> <li>4. Show the problems that other tools are unable to solve instead of showing Versafleet analytics</li> <li>5. Quicker business decisions can be made</li> </ol>	Update Slides (Eva)	04/11/2015

	<p>with our application</p> <ol style="list-style-type: none"> <li>6. Refrain from using technical jargons</li> <li>7. Spending more on off-the-shelf is expensive and does not solve all problems, hence the solution would be for us to take up the project.</li> <li>8. To-be process must really show that it is better. Changes has to be shown clearly (with parts of the process removed rather than an entirely new process)</li> <li>9. Identify tasks in As-Is where time is wasted and where opportunities for error occur</li> <li>10. Use SCOR framework to substantiate the importance of VA</li> </ol>		
1c.	<p>X Factor Suggestions:</p> <ol style="list-style-type: none"> <li>1. Mention that by DD/MM/YYYY, we're going to save X hours for users</li> <li>2. Generating reports by X mins faster</li> <li>3. Improve efficiency by x%</li> <li>4. Improve SCOR metrics of logistics supply chain for logistics SMEs               <ol style="list-style-type: none"> <li>a. Calculate SCOR metrics to show that Versafleet Analytics are really helping logistics SMEs</li> </ol> </li> </ol>	Update X Factor (Karen)	03/11/2015
1d.	<p>Non Acceptance feedback:</p> <p>Make paper prototypes to know how many screens the application needs. It also helps us to gauge how much of the work has to be done.</p>	Karen & Eva	KIV
1e.	<p>Non Acceptance feedback:</p> <p>Have a test file</p>	Minh	KIV

Prepared by: Eva

Vetted by: Karen

Follow up: To be circulated amongst team