

**MENTOR MEETING MINUTES**

<b>Iteration No.</b>	8
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	10 March 2014
<b>Time:</b> (hh:mm to hh:mm)	10:00 to 11:00
<b>Venue:</b>	SOB GSR 2.4
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

- (a) Progress Update
- (b) Advanced Analytics
- (c) AOB

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]



### 3. Discussed Content

#### Topic

##### (a) Midterms Update

- a. Prof's comments: Demo was ok, analytics needs to be beefed up
- b. Testing is a little weak, suggested automation but we decided not to go with it
  - i. Risk mitigation. If there is a lack of time, explain professionally.
  - ii. Consider exception testing
    - 1. Mitigation Plans. Router fails? Spare Wi-Fi connection ports etc.
  - iii. Performance vs Test of Functions
  - iv. Different Considerations, did registration speed up because of shake? Etc.
- c. Need an event to carry out a proof of deployment

(b) Advanced Analytics

- a. Current:
  - i. Demographics – age and gender
  - ii. No of connections made
  - iii. RSVP trends over time
  - iv. RSVP Platform
  - v. User Platform
  - vi. Attendance (RSVP vs Registered)
  - vii. Feedback Form
- b. Planned:
  - i. Average Duration of stay in event
  - ii. Number of people at the event at any point in time
  - iii. If time permits, download frequency, statistics from registration form
  - iv. Pinging may not be the best solution. Volume and data load issues.
- c. What else?
  - i. Duration: Find lull periods according to genre of the event → see why it is a lull period, so organisers can promote stuff at that point of time.
  - ii. Quantify what really needs real time, and what doesn't
  - iii. Asking for salutation derives a 'Who' and 'Gender'. Deduce more from less.
  - iv. Who downloaded what: Target marketing for organisers

(c) AOB

- a. Project Description for submission: An event organiser' gateway to people-centric analytics over the life cycle of an event, obtained from the convergence of enhanced social interaction and experience among participants via a malleable solution.
- b. Finals: 21<sup>st</sup> April, 430-6pm @ SIS SR 2.1
- c. We need a picture of you
- d. Best thing about Accenture is that they know what is going to happen earlier than it happens. They act on the delay before it happens. That's why they're good.



4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	31 March 2014
<b>Time:</b> (hh:mm to hh:mm)	10:00 to 11:00
<b>Venue:</b>	SOB GSR 1.2

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

**Minutes Prepared By** Low Wen Guang, Victor Lee Hong Zhi

**Date** 10 March 2014

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 10 March 2014