Sponsor Meeting Minutes 13

Date: Tuesday, 29/09/2016

Attendees: Chuqian, Wai Tuck, Ernest, Faye

Time: 2pm – 4pm

Venue: HookCoffee Office @ Jalan Besar 191A

Agenda:

1. Faye's UAT
2. Video recording for FYP Demo
3. Check with Ernest for analysis module & access rights module
4. Check on how to get data for parameters of the model
5. Check with Ernest about the bug: Modal not popping up
6. Check with Ernest about the packing of the orders before processing (wastage from declined order)

**Faye’s UAT**

Faye had completed the UAT2 and Kester will compile the results. Faye was happy with the new feature implemented which was the Smart Marketing. She commented that it was very nicely done and the results can be viewed at one glance.

**Video recording for FYP Demo**

Chuqian recorded the following videos in Hook Coffee’s office:

1. Finding customer using the old Django portal & using the new application that we have built
2. Time taken to generate the pdf for processing labels using new application and old application
3. Ernest packing the coffee using the dashboard
4. Ernest using the QR Scanner to print out the address label for packing

**Check with Ernest for analysis module & access rights module**

Chuqian and Waituck brainstormed with sponsors for the features to be built for the analysis module. Team IPMAN will consider the tasks to implement.

Analysis module:

* Coffee demand analysis (how much to roast?)
* Stock levels for raw beans
  + Roasting is every Friday and there is back up on Tuesday
* User churn rate
  + Customers’ behavior
  + When do customers unsubscribe?
  + Find out the locations of where the customers stay to do some mapping?
  + Find out when do customers change their preference of coffee flavor
    - How often they change the coffee?
    - How many bags and they got bored of coffee?
    - When do they return back coffee?
* Revenue analysis

Good-to-have feature: Implementation of packers’ & admins’ access rights

Ernest also suggested to add in number of recurring active customer at summary dashboard.

**Check on how to get data for parameters of the model**

Inventory management

What is most significant? Amount of roasting? Raw beans? Ernest is interested to know the amount of coffee to roast.

Roast raw beans 🡪 weight loss

Per kg 🡪 what is the cost price? Range $10-$16 but average is $12

Facebook advertisement average cost is about $60 per day. Ernest will get back to us about the cost for Google advertisement and number of roadshows historically.

Sponsors acknowledged that only active orders are shown in the summary dashboard.

**Check with Ernest about the bug: Modal not popping up**

Waituck checked with Ernest about the bug as the modal did not pop up after using the QR Scanner and Waituck had found out the issue as the QR code wasn’t taken into account.

**Check with Ernest about the packing of the orders before processing (wastage from declined order)**

Waituck proposed to Ernest about processing all the data before packing so that Ernest does not waste coffee packs. Ernest was keen with the idea even though he mentioned that the wastage was very minimal. Ernest suggested it to be a good-to-have functionality.

The meeting was adjourned at 4.00pm, next meeting TBC.

Prepared by,

**Koh Chu Qian**

Vetted and edited by,

**Wong Wai Tuck**