

Date	03 February 2016	04 February 2016
Time	1700	1400
Venue	SIS Office Level 5	SIS office 5018
Attendees	1) Cassandra Thai Jia Ying 2) Matthew Yee 3) Nguyen Nhat Minh 4) Stella Wong Hui Min 5) Prof Benjamin Gan	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min 4) Prof Xiong Jie
Agenda	1) Updates on Sterling and determining requirements of X-factor	1) Changing of the X-factor

Updates on Sterling and determining requirements of X-factor

- We informed Prof Gan about Sterling delaying operations and about our user test that has less than 5 participants
- We are to mention that our X-factor has been changed
- Proposed X-factors:
 - o LSP forms → Considered a new function for client (Not allowed)
 - o The number of admins using the system
- Additional details about understanding X-factor:
 - o Complexity X-factor: Algo used on a very complicated or complex function
 - Eg OCR, searching for information to obtain data, reducing process duration
 - o Use numbers to quantify the actual user usage
 - o Quality features from the project
 - o Not necessarily numbers, but something that can be measured (But numbers are the easiest way to justify and show)
 - o Comparison between the past and future
 - What is the value for the sponsor
 - Was time reduced
 - Get data from other companies if possible
- Analytics can be used as a potential X-factor for the project
 - o For our case, we can use fake data to show the capabilities of the system

The meeting was adjourned at 1730. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Changing of the X-factor

- Notify about the change in X-factor since acceptance
- Explain the current situation and Sterling operation problems
- NOTE: Inform about the switching of clients and back again in December. Do NOT mention whose problem. Just blame it on external circumstances.
- Compare the time taken to fill up and produce the forms

TEAM ELEMENT

SUPERVISOR MEETING 08 MINUTES, 03 & 04 FEBRUARY 2016

- Prof's suggestion: allow for different type of document types (eg docx, excel, ppt) and the results are the same.
- 3 facilities is quite a close number to the original 5 facilities in the X-factor
- Different kinds of notifications for different target groups eg sms vs email
- Email people who have signed up but have not paid
- Analytics :
 - o Recommending by courses
 - o Use fake data to demonstrate the capabilities of the system
 - o 20 new recommendations
 - o Possible factors to explore:
 - Pre-req courses
 - Percentage scores
 - Sorting and ranking the courses before displaying them
- Conclusion for the discussion of the X factor:
 - o 3 facilities
 - o Partially filled LSP forms for course, trainer and facility assessment forms only
 - o Recommendation module

The meeting was adjourned at 1500. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai Jia Ying

