



TEAM HEI

SUPERVISOR MEETING MINUTES 04, 23 JANUARY 2015

Subject:	Minutes 04
Date:	23 January 2015
Time:	12.00 pm
Venue:	SMU SIS, Level 5 Supervisor's Office
Secretary:	Jasmine Lin Qianru

Attendees:

1. Professor Benjamin Gan
2. Ngoh Jun Dat
3. Chester Chiew Wei Hong
4. Jasmine Lin Qianru
5. Keith Tan Xiang Wei
6. Kong Yu Ning

Meeting Agenda:

1. Task Status for Sprint 8
2. Follow-Ups from Previous Meeting
3. Demonstration
4. Project Milestones
5. Questions
6. Any Other Business

Planned Agenda

- 1. Follow-Ups from Previous Meeting**
 - 1.1.** The team proposed the use of a new metric - the satisfaction index – that aims to help improve the productivity and morale of the team.
 - 1.2.** Prof Ben advised the team to test out the new metric for a few sprints to identify if it is helping our project.
- 2. Midterm Presentation Slides Review**
 - 2.1.** Prof Ben advised the team to keep the Midterm Presentation to about 50min and to leave the remaining time for Q&A.
 - 2.2.** For the slide on Technical Complexities, Prof Ben commented that the team can include the technical research.
 - 2.3.** Prof Ben mentioned that one possible X-Factor for the team can be progressive

user test.

- 2.4. Prof Ben pointed out that for the midterm presentation, the team introduction should come first before the presentation of the goals of the project.
- 2.5. Prof Ben commented that the Stakeholder Management slide should be in Project Management section instead.
- 2.6. Prof Ben suggested to include development language, technologies used, and deployment server provided in the Architecture Diagram slide.
- 2.7. Prof Ben mentioned that the technologies used for repository, scripting tool and bug tracking can be placed in the Project Management Section.
- 2.8. In the Demonstration Section, Prof Ben suggested that role play with different identity may be interesting for Midterm Presentation.
- 2.9. Prof Ben highly recommended the team to add a summary page to show the key take away for our application right after the demonstration.
- 2.10. Prof Ben mentioned that the benefits for the application can be used as one of the X-Factor.
- 2.11. Prof Ben commented that T-Test statistic is considered a function and is not an X-Factor. He also added that if our application is able to save money, it may be an X-Factor.
- 2.12. Prof Ben pointed out that it suffices to just mention the top 3 project risk for the Risk Management portion. It is also fine if it is less than 3 risks identified.
- 2.13. Prof Ben suggested that a slide can be included to show the challenges faced such as changing requirements by Sponsor, difficulty in getting real use case for our user test etc.

3. Demonstration

- 3.1. Prof Ben pointed out that the sender name and subject title in the Email Preview should be made dynamic.
- 3.2. Prof Ben highlighted that the Dashboard should have charts that showcases the data collected in units of days on top of the current month.
- 3.3. Prof Ben suggested to model the dashboard such that clicking on dashboard panels would bring the user to the relevant charts.
- 3.4. Prof Ben commented to have drilldown charts to showcase the data.

4. User Test

- 4.1. For the user testing, Prof Ben suggested to test the system in terms of 3 elements: Form, Function, and Experience.

Action Items:

Task	Member in-charge
Midterm Presentation Slides Amendments	Jun Dat
Enhancement and Modifications	Yu Ning & Keith

The meeting was adjourned at 1.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning