

## TEAM MEETING MINUTES

<b>Date:</b>	05/01/2016
<b>Time:</b>	1400hrs
<b>Venue:</b>	SIS GSR2.7
<b>Attendees:</b>	Claudia Foong Pui Shuen, Eva Tan Guan Hua, Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh Minh, Vu Hoang Minh
<b>Absentees:</b>	Nguyen Luong Thanh Minh, Karen Lim Wen Yan
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Schedule mid terms</li> <li>2. Schedule weekly team meeting</li> <li>3. Schedule weekly supervisor meeting</li> <li>4. Update team progress</li> <li>5. Plan for user testing 1</li> <li>6. Prepare for pitch on registration day</li> <li>7. Review past iterations</li> </ol>

No.	Task	Follow up(Person-in-charge)	Deadline
1.	<b>Schedule mid terms</b>	Booked 22/02/2016 (Karen)	-
2.	<b>Schedule weekly team meeting - Thursdays 5pm-8pm</b>	-	-
3.	<b>Schedule weekly supervisor meeting - Tuesdays 5pm</b>	Email Prof Chris (Karen)	-
4.	<b>Update team progress</b>  Completed DFR Module	-	-
5.	<b>Plan for user testing 1</b>  Push back by one iteration.	Update schedule - (Karen)	12/01/2016
6.	<b>Prepare for pitch on registration day</b>  Pitch: As we all know, time is money, and time is especially crucial in the logistics industry, where everyone strives for perfect Delivery Fulfilment Rates. Logistic SMEs, however, find themselves straggling behind with their old manual practices in the stiff competition and growing demands for consistent performance reporting in the booming ecommerce market. Team ProgneSIS will be developing VersaFleet Analytics, an online platform for these logistics SMEs which will provide information on the individual dimensions which contribute to the	-	-

# PROGNOSIS

	company's Delivery Fulfilment Rate, thus providing the company with a clearer, more efficient way for both internal and external evaluation of their performance.		
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Vetted by: Eva

Follow up: To be circulated amongst team