Supervisor Meeting 5

Date: Wednesday, 21/09/2016

Attendees: Wai Tuck, Keefe, Chuqian, Amber, Kester, Jeremy

Time: 10.45am-12.00pm

Venue: Professor Benjamin Gan’s Office @ Level 5 SIS

Agenda:

1. Mid Term Presentation Review
2. Review of X Factor

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| S/N | Agenda | Details | Action By | Due Date |
| 1 | Mid Term Presentation Review | **Slide 2 (Agenda)**  Prof Ben remarked that we should be including the header of the technical complexity that will be presented  **Slide 3 (Team Introduction)**  Prof Ben commented that we should skip the team introduction or move on quickly from there, as it’s not the most important part of the presentation  **Slide 5 (Stakeholder Introduction)**  The external liaisons are not really liaisons, rather they are **current/past developers** so the distinction is very important, according to Prof Ben Gan.  **Slide 6 – 9 (HookCoffee’s Business Process)**  Amber clarified with Prof Ben Gan the changes to the Business Process diagram (from the Signavio diagram to a more graphical scenario based format). Prof Ben Gan remarked that the idea was good and it is definitely more interesting, and further suggested that if we want to bring them to life, we should give a scenario with details (is in the like of IDP scenario) so that it is more realistic, for instance exactly who is the customer and who is packing (i.e. Ernest) what he does etc. For instance, Ernest comes in every day to pack, he goes to the dashboard and goes through what the orders are and here you can give the details so that the people following the slides can relate to it.  When he prints the order you can show the order label and the QR code and you can also mention and show their business proposition (they are a subscription based business model selling gourmet ethical coffee). It’ll be great if we can **show the labels/addresses/QR code here**.  **Sidenote Regarding Declined Orders**  Prof Ben Gan also remarked that regarding declined orders, we do not really solve the problem with regards to the wastage when the label is printed out, because if you look at it from the PMSB perspective, they actually grind the coffee and print everything out for the declined orders, and if we should be solving this (***Wai Tuck****: I personally feel that the wastage from this is minimal though…*)  **Slide 11 (Current Issues of Previous System)**  Prof Ben remarked that it would be great if we could show the before and after, and choose one or two things that was really bad so. It’s very important to define wat the issue is and what exactly are they doing here, e.g. editing an order. The best is that we choose only one really painful one. He would rather that we spend the time on the complexity.  **Slide 14 – 23 (Demo)**  Prof Ben Gan remarked that we should be putting in more details, as, for instance, Admin Login is really not good enough. You should be doing it in a IDP scenario format, and something like “Show Dashboard” is not sufficient, you might want to say that the dashboard has this this this.  Keefe asked Prof Ben Gan on how detailed our demo should be, and the answer that was given to us was that this demo should not cover all functionalities implemented, but rather the flow of what we have done so far that is of **VALUE** to the sponsor. Again, here, Prof Ben Gan emphasized the use of the scenario based format.  He further suggested that we should combine both the past and present presentations together. A bit of domain knowledge would be helpful, for example in supply chain management (Just-in-Time Packaging). We should do it **scenario-based style**, don’t go into the functionalities. For instance, Ernest has to go into the packing page to do ABC.  In Slide 15, 2) and 3) are the same thing (both are print labels!)  In addition to the scenario based style, Prof Ben Gan also suggested doing role play, where Keefe could be the new Ernest, who is calm and productive, and Kester is the old Ernest with frazzled hair and is constantly frustrated, with Amber as the narrator. In the roleplay, we could bring up the QR code, show pictures of the label. This will make it more fun and relatable!  For edit orders, if we have a couple of screenshots or videos that show they can’t do it in the past, it’ll be good to show.  For the marketing tab, we should come up with some scenario for the roleplay, like for example, Ernest notices his Bali Coffee is not selling well, so he does some new tryout thing to try to increase conversions, e.g. some new tryout in OCBC Frank for SMU students. Show screenshots/ videos on how the part is done in the past vs now.  **Slide 24 (Achievements)** Prof Ben Gan remarked that what we should say during this section is when we were live (and since when), how many processed et cetera. Looking at the Mailchimp marketing campaigns, **don’t oversell** yourself because Steven Hoi is a analytics Professor, and what we have is mainly statistics/data, especially since we aren’t showing Trends.  **Slide 27 - 28 (ER Diagram)** Keefe clarified with Prof Ben Gan on the utility of the ER Diagram. Prof Ben Gan said that we should just try to show the table names and do it like the architecture diagram and then show why they have changed, for example is it to make the application more easily extensible? Or is it because we are capturing new value where there was no data but now there is data, and it shows the before and after, because such information is used by the reviewers to evaluate. This is especially important if there are any other important tables, e.g. Facebook login, table for the different statistics, edited some of the old tables, are they redesigned, first normal form, second normal form et cetera. It is important to show what we have learnt in SIS.  A couple of other teams are in a similar position. We should look at **Hatchid** and **Engineum,** which are teams which are building on top of an existing project.  **Slide 29 (Technical Complexity: MVC)** As Jeremy was presenting, Prof Ben Gan suggested using the existing packing page as an example, and including the screenshot of the packing page so the audience can follow along.  An additional detail we can take note is freezing the before and after of the Model View Controller architectures so that it is more apparent when we present. However, we should be clear on what we are doing as Chris Boesch knows this very well. Consistency is also an issue, and we should be choosing a function that fits all the slides. It’s also good to show the part where you are calling it from React.  **Slide 35 (Technical Complexity: Adapter)** Prof Ben Gan remarked that he would prefer if we keep it simple. We should keep the whole thing short and explain what function is the adapter that you are creating, so different third party tools you have are independent. When you create an adapter it's always what interface you are creating, so deciding what the adapter interface is without being too specific to Mailchimp is the thing. The adapter hides the specificness of the Mailchimp. Things like if they are very specific to mailchimp, you have to break it down to a general data structure.  **Slide 35 (Technical Complexity: Mailchimp Stats)**  Prof Ben noted that he knows what a decorator is (so he understands), but some people might not. It would greatly help if we could introduce the concept of a decorator to assist those who do not already know. Prof Ben Gan noted that he likes this.  Prof Ben Gan suggested that we should only keep to 3 Technical Complexities that we wish to explain.  **Slide 40 - 44 (Technical Complexity: Hashing)**  Prof Ben Gan felt that he couldn’t understand the explanation and reminded us that our reviewers were Chris Boesch and Steven Hoi. Steven is analytics and a bit security (so hash will work as he may appreciate it).  As for Chris, Decorator, Adapter and Django will be good for Chris. Hash may be a bit difficult for him to understand.  **Slide 45 - 50 (Project Management)**  Prof suggested to us not to show all the different sprints. Otherwise it’ll be like a marathon. We should pick maybe one or two.  We will show the sprint velocity diagram and say that after acceptance is sprint 8 and 9, **using a line separator** in the diagram.  **Slide 52 (Mean Time To Recover)**  Prof Ben Gan noted that we were missing data from Sprint 7, 9 and above.  **Slide 53 - 54 (Change Management)**  We don't need two slides for change management. Change log is changes we have logged. We should list out all the changes we have done. Real change log will have whatever change that was brought up during meetings, not just from sponsors. List out just the main ones. You will have time to discuss this during main and actual. If we followed the change management steps, we will have a table for each of the requests from sponsors. If we don't have the table, there will not be evidence of us following the change management steps.  **Slide 55 (Risk Management)**  Unfamiliar with project - is this still a risk? We might want to mention that we have a lot of new freelancers. We might want to differentiate currently still a risk, versus risk that no longer are risks.  **Slide 56 (Communication Protocol)**  We have no time to present the communication protocol. Focus on only 2 or 3 > Change/new metric/ risk management  **Slide 57 - 65 (Communication Protocol)**  Talk about the UAT first before talking about the internal testing. Important to have the date and time of each UAT. You don’t have to go through the process of the UAT. We also have to show before and after for user interface and show before and after for functions.  Prof Ben Gan also asked if we did any validation of functionality (e.g we suggested this function and we made it, and during UAT did we validate it with the sponsors)? We validate it during our meetings  too many slides/words, have more before-after  **Slide 57 - 65 (Communication Protocol)**  We want to be **honest** about our xfactor, tell them what happened  **Slide 67 (Value to Sponsor)**  Put which pages the values come from  Do not run put clustering of customers with intercom under VALUE TO SPONSOR. put under **FUTURE WORK** | (Mid-term) Everyone  (*Actual actions to be decided on Sunday, 25/09*) |  |

The meeting was adjourned at 12:00pm. Next supervisor meeting will be on 12/10 1045HRS.

Prepared by,

**Wong Wai Tuck**

Vetted and edited by,

**Koh Chu Qian**