

Supervisor Meeting 1

Date	27/7/18
Time	6:30pm – 8pm
Venue	SMU SIS
Attendees	<ol style="list-style-type: none"> 1. Chester 2. Hong Yang 3. Jeryl 4. Larry 5. Solomon
Agenda	<ol style="list-style-type: none"> 1. Wiki 2. Dangers

Agenda

Item	Description
1	<p><u>Wiki</u></p> <ul style="list-style-type: none"> • Metrics don't need to be excessive <ul style="list-style-type: none"> ○ Can just stick to task metrics • Risk dashboard too detailed (no need for 2 dp) <ul style="list-style-type: none"> ○ Some risks are already managed with the process of project management ○ Lack of adoption is not a risk ○ Falling sick is not important
2	<p><u>Project Danger</u></p> <ul style="list-style-type: none"> • PDPA issue • These are the questions that will be asked during acceptance • What are the steps that you have taken to prevent such issues? • For dashboards: <ul style="list-style-type: none"> ○ Is the data true? • Predictive analytics <ul style="list-style-type: none"> ○ Weather may not be as important ○ Events are good ○ Predictive by midterm and if sponsors can use info by midterm • How to go through with UAT? <ul style="list-style-type: none"> ○ Sponsor feedback – experts ○ Go back to check how people test predictions ○ Accuracy may not be 100%, if 50% it's already good enough

	<ul style="list-style-type: none">○ Do not call it UAT, call it user testing○ Do it before acceptance so can show them the results○ Functional Testing should be based on accuracy and if the chart shows them things that they will actually use○ Sufficient information?○ Does it help them with business decisions?● Different views for different kind of people<ul style="list-style-type: none">○ High level employees vs store employees● Will be good if we can create a way for them to easily add functions
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The meeting was adjourned at 7:25 pm. Next meeting will be held on 6th August, 3pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jeryl

Vetted and edited by,
Solomon