PROGNESIS

TEAM MEETING MINUTES

Date:	21/10/2015
Time:	1530hrs
Venue:	SIS GSR 2.5
Attendees:	Eva Tan Guan Hua, Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh, Vu Hoang Minh
Agenda:	FYP 1. Project knowledge 2. Re-evaluate project timeline 3. Identify key risks to prioritise 4. Re-evaluate scope 5. Technologies used

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	**Project knowledge** **Problem/Domain/Industry:** ➢ As of 2014, there are an estimated 7,000 logistics companies established in Singapore → logistics industry a competitive one ➢ To maintain their competitive edge, logistics SMEs have to review their business performance regularly ➢ However, currently business owners are relying on information collated manually by themselves across the different excel sheets in order to gauge their company's business performance ➢ This process is tedious and error prone **Motivation:** ➢ Seamless integration of VersaFleet Analytics with VersaFleet and hence no compatibility issues for integration of existing app (VersaFleet) and VersaFleet Analytics ➢ Improve operational productivity ➢ Identify root causes of problems such as declining delivery fulfilment rate, surging costs etc. ➢ Low subscription based costs (TBC) **Business Process:** ➢ Decision making process **Comparison:**	Consult Shamir (Team)	28/10/2015

	➢ Update the market research table to phrase our features as affirmatives **Market Survey:** ➢ Research on demand for software such as Versafleet Analytics **Buy vs Build:** ➢ From customer's perspective or sponsor's perspective?	Consult supervisor, Prof Chris (Team)	21/10/2015
2.	**Re-evaluate project timeline** ➢ Integrate with Xero in Iter 1 ➢ Iteration 2: Cost Graphs (Expense claim) + Revenue Graphs ➢ Iteration 3: Threshold (One threshold for each type of graph) Notifications ➢ Iteration 4: Send feedback + Accounts Setting + UT1 ➢ Iteration 5: DFR ➢ Iteration 6: OLT ➢ Iteration 7: UT2 + Mid Terms Prep + Enhanced Cost Graphs + Go Live #1 ➢ Iteration 8: Mid Terms ➢ Iteration 9: Diagnostics ➢ Iteration 10: UT3 ➢ Iteration 11: Go Live 2 + Final Presentation + Handover to client	Update project timeline (Karen)	22/10/2015
3.	**Identify key risks to prioritise** ➢ Absence of APIs necessary for data visualisation → Switch the tasks in that iteration with those in other iterations ➢ Team is unfamiliar with technology used (react.js, node.js, mocha, chai, etc) → Lead developer will **LEAD** research and discuss with the team. Project Manager to allocate more time to this task. ➢ External Risk Future. Developers unfamiliar with technologies used. Unable to hand over to future developers for future application enhancement. High. High. Provide proper documentation such as deployment guide and include comments in the codes. (Paraphase this.)	Update key risks (Karen)	22/10/2015

4.	**Re-evaluate scope**	Update scope (Karen)	22/10/2015
	User Module: <u>Login</u> ➢ Remove login with non-versafleet and versafleet accounts and rephrase as login <u>Registration</u> ➢ Creating user accounts <u>Accounts Settings</u> ➢ Reset password ➢ Authorise integration with Xero **Alert Module:** ➢ Threshold ○ Set thresholds ○ View thresholds set ○ Edit threshold ○ Delete threshold ➢ Diagnostics ○ Diagnose root cause of alert set by users ○ Display root cause of alert set by users **Web Service Integration Module:** ➢ Integrate with Xero ➢ Integrate with Versafleet **Business Module:** ➢ View company's overall revenue graph in a selected time period ➢ View revenue generated per customer (graphs) in a selected time period ➢ View revenue changes per customer (table) in a selected time period ➢ View company's overall cost graph in a selected time period ➢ View company's delivery fulfilment rate to all customers (graph) ➢ View company's delivery fulfilment rate to all customers (table) **Operations Module:** ➢ View delivery fulfilment rate of drivers (graph)		

	➢ View delivery fulfilment rate of drivers (table) ➢ View company's overall order lead time (graph) ➢ View company's overall order lead time (table) **Dashboard Module:** ➢ View company's overall performance for selected time period (figures) ➢ Add/remove graphs **Help Module:** ➢ Send feedback/enquiry form ➢ FAQs		
6.	**X Factor**	Ask Shamir for advice (Team)	28/10/2015

Vetted by: Eva

Follow up: To be circulated amongst team