

<b>DATE</b>	18 September 2013
<b>TIME</b>	4.15pm
<b>VENUE</b>	Green Transformation Lab
<b>ATTENDEE(S)</b>	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang, Client: Kar Way and Mr Tan
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	<p>Brief Presentation of our Timeline and Introduction.</p> <p>2. FAQ for Clients (Refer to Document: Questions to ask DHL)</p> <p>3. Things to do after project is being confirmed:</p> <ul style="list-style-type: none"> <li>• Create SVN</li> <li>• UI</li> <li>• Coding</li> </ul>
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Topics	Details
FAQ for Clients	<p><b><u>Questions for Client</u></b></p> <p>1) Will DHL use it? Or it is just a proof of concept? <b>Answer: Proof of Concept</b></p> <p>2) Benefits from the project. Who are using? (stakeholders of the project) When are you using? <b>Answer: Managers of Supply Chain / Planners</b></p> <p>3) Will there be any data provided? Such as the calculations? <b>Answer: Yes. For CO2, Cost and Time</b></p> <p>4) What is the current process in the company?</p> <p>5) What are the scope/ requirements of the project?</p> <p>6) What are the outcomes of the project? <b>Answer: Supply Chain Planning Tool</b></p> <p>7) Any specific requirements? Are there any IT software or hardware implementations for the company? Any preference of programming language? (E.g. specific software that we must use or the theme of the web application must be green in color?)</p> <p>8) Among the requirements: Priorities. Which is must have, good to have</p> <p>9) Are there any limitations or constraints or assumptions or risk we need to take note of? <b>Answer: Sign NDA (Because Calculation is involved)</b></p> <p>10) Are we able to go down to DHL and request the users to test the web application? <b>Answer: Yes. People from DHL and People from Industry to Test</b></p> <p>11) Where can we deploy our planning tool? ( for transition, environment for deploying) How can it be deployed? <b>Answer: Hiroku</b></p>

	<p>12) Are there any due dates for this project?  <a href="#">Answer: 6-7 months from now</a></p> <p>13) Are there any resources for us?  <a href="#">Answer: Mongol DB, Hiroku</a></p> <p><b><u>Questions to ask Kar Way</u></b></p> <p>1) How many staffs in green transformation lab?                  2) Who is the real client?                  3) Communication channel: do I go to you or DHL if there are enquires?</p>
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S/N	Task	Member Responsible	Due Date

The meeting ended at 5.00pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,  
Xin Yi

Vetted and edited by,  
Pei Shan