

# Supervisor Meeting Minutes 6

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**Date:** 17 February 2015

**Time:** 3.00pm- 4pm

**Place:** Professor Thng's Office

## Attendee List:

SMU:	Professor Patrick Thng
	Chloe
	Gerald
	Hexing
	Arinah
	Farah

## Agenda for the Meeting

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- Going through the flow of PPT for Mid-Term Review
- Any other Business

### Minutes

Discussion Topic	Action By
<p><b><u>Flow of presentation for Mid-Term Review</u></b></p> <ul style="list-style-type: none"><li>- Slides are rearranged accordingly and PM needs to further improve on the content</li></ul>	Prof Thng, T-club
<p><b><u>Things to take note:</u></b></p> <p><b><u>Agenda Slide</u></b></p> <ul style="list-style-type: none"><li>- Too many points – it should be not more than 10 points Team can consider hiding some sides (Backup slides) Delete UAT1 &amp; 2 bullet points</li></ul>	
<p><b><u>UAT slides</u></b></p> <p><b><u>UAT 1</u></b></p> <p>Purpose: Test with the sponsor to get some idea on what the user wants</p> <p>Participant : 3 (have to justify why)</p> <p><b><u>UAT 2</u></b></p>	

Purpose: Test with Client and potential users on usability of the system

Participant: 25 (Why? Probably can justify due to time constraint and change in scope, the team only test on a small sample size which can allow us with more quality results)

**Timeline Slide:**

- Current Progress to be more obvious on the timeline (Draw a red line)

**Current Status Slide:**

- 90% too vague (of what? Of phase 1? Or entire project?)

**X-factor Slide:**

- Improve productivity?
- Improve sales?
- Those who wants to build an ecommerce can use our package and start a business immediately?

Team has to justify what is the x factor especially for phase 2:

Can propose some x-factor during mid-term to get bounce feedback from the reviewer

Eg. Trend Analysis

- Predictive analysis vs operation analysis vs Descriptive analysis
- Descriptive analytics- how often their customer spent on this site?  
Which product is selling well?

Eg. Campaign

- Groupon (increase in sales)
- Advertise on Facebook or Instagram(promotion, likes, reviews)

Eg. Customer loyalty program (value adding to the customer)

- Email discount vouchers or codes during birthday

**Learning outcome:**

PM: Realised that there is really such things as changing a new scope and requirements. Need to manage all the expectations

UI designer: appreciate that user design is very critical in determining the business success. Eg. Apple ,that make a lot of money based on their sleek looking products

<p>System Analyst: learn to be a good listener to understand what business analyst is trying to convey so that she is able to design better system architecture in future</p> <p>Business Analyst: the current learning outcome is fine</p> <p>Developer: realised that learning apex is rather similar to the principle of software engineering. Hence, it is easier for us to adapt to changes. I did not realised that salesforce is so widely used (eg. Of some special features in salesforce)</p>	
<p><b>Other business:</b> <b>NIL</b></p>	<p>T-Club</p>

<b>Recorded by:</b>	Chloe Quek
<b>With inputs from:</b>	Meeting Attendees
<b>Date:</b>	17 February 2015