

TEAM R&I

Supervisor Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	15/01/2019	Time:	10 00 – 11 00
Meeting Facilitator:	Liting	Location:	SIS Office 4048

1. Meeting Objective

1. Expectations for acceptance
2. Demo for DCD and accounts
3. User Testing 2

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Absent	-
Raghav Gowri Sankar	Absent	Sick
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
Finish majority of Project Wiki and Bring Proposal	Liting

4. Agenda and Notes, Decision, Issues

Topic	Owner
<u>Demo for DCD and accounts module</u> <ol style="list-style-type: none">1. Tool tips – To help explain terminology2. Message pop up when switching the page – prompt user if he really wants to leave3. Standardize the color – Place holder and pre-selected4. Exchange rate retrieve auto5. Auto retrieval of interest rate and exchange rate	Rachel
<u>UT Document Design</u> <ol style="list-style-type: none">1. Need quantitative and qualitative feedback2. Check IDP to design UT document3. Responsiveness: rate 1 to 10	Liting
<u>General Advice</u>	Liting

<ol style="list-style-type: none"> 1. X-factor: Make Prof Alan promise to use it once development is done 2. X-factor (Finals): how many percent of improvement in banking knowledge 3. Schedule with Alan and Ben a session to conduct UT with the prof 4. UT and UAT is different – UT has feedback, UAT doesn't 	
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5. Action Item		
Action	Owner	Due Date
Check with Prof Ben the date of finals	Liting	15 th Jan
X-factor for acceptance	Liting	22 nd Jan
Make changes to dcd	Rachel	18 th Jan
Design a UT document	Liting / Kautham	19 th Jan
Update supervisor about subsequent meeting times	Liting	15 th Jan

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	29 th Jan 2019
Time	10 00 – 11 00
Location	SIS Office 4048
Objective	Updates on project