

## TEAM MEETING MINUTES

<b>Date:</b>	30/10/2015
<b>Time:</b>	1200hrs
<b>Venue:</b>	SOE/SOSS GSR 2.11
<b>Attendees:</b>	Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh Minh, Vu Hoang Minh
<b>Absentees:</b>	-
<b>Agenda:</b>	<u>FYP</u> <ol style="list-style-type: none"> <li>1. Changes in features</li> <li>2. Problem statement</li> <li>3. Update risks</li> <li>4. Contents to include for acceptance</li> </ol>

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	<b><u>Changes in features:</u></b> <ul style="list-style-type: none"> <li>➤ Remove diagnostic module as it is rarely used by VersaFleet Analytics users</li> <li>➤ Include a customer module to track VersaFleet Analytics user's delivery fulfilment to them (Once VersaFleet Analytics users login, the client_id &amp; client_secret are embedded, a separate account)</li> <li>➤ User Module: Create customer account</li> <li>➤ User Module: Select metrics to share with respective customer via customer account</li> <li>➤ Change "Order Lead Time" to "Order Delivery Cycle Time"</li> <li>➤ Customer Module: View metrics selected by VA users (Usually DFR graphs and tables)</li> </ul>	Update Scope (Karen)	01/11/2015
2.	<b><u>Problem Statement:</u></b> <ul style="list-style-type: none"> <li>➤ E-commerce compounded the problem of manual work due to the need for increased frequency in reporting (daily/weekly basis)</li> </ul>	Update Project Description (Karen)	01/11/2015
3.	<b><u>Update risks:</u></b> <ul style="list-style-type: none"> <li>➤ Project Risk: Delay in getting business information such as cost, revenue composition</li> </ul>	Update Risk Management (Karen)	01/11/2015

	<ul style="list-style-type: none"> <li>➤ Project Risk: Delay in availability of APIs with necessary data to us such as Delivery Fulfillment Rate</li> <li>➤ Project Management Risk: Uneven distribution of workload due to differences in technical expertise. Mitigation: Project Manager to allocate more time for cross training within team</li> </ul>		
4.	<p><b><u>Contents to include for acceptance:</u></b></p> <ul style="list-style-type: none"> <li>➤ Include SCOR framework &amp; the notion of e-commerce</li> </ul>	Include SCOR framework for slides (Karen)	01/11/2015

Vetted by: Eva

Follow up: To be circulated amongst team