

AGENDA MEETING

Meeting Title	Supervisor Meeting
Date	05-10-2012
Start Time	1400
End Time	1530
Called By	Suriyanti
Venue	SIS Level 4
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Objective	Update current progress, presentation rehearsal

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Presentation rehearsal	Suriyanti	05-10-2012
2	Update on current progress	Yosin	05-10-2012

MINUTES OF MEETING

Meeting Title	Supervisor Meeting
Date	05-10-2012
Start Time	1400
End Time	1530
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Lauw
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Lauw
Absent	-
Objective	Update current progress, presentation rehearsal

DECISIONS:

No	Subject	Decision
1	Benefits slide	<p>Show the calculation on how we derive the numbers → Show the comparability of both figures (which part is comparable or not)</p> <p>Remove Recall Cost and MAC Cost.</p>
2	Bootstrap Data	<p>Remove Staff Name column</p> <p>“Huge” amount for data → change to some numbers (of rows, maybe)</p> <p>Don't need slides on UI (screenshot) since we are doing demonstration</p>
3	Pseudo Code	<p>Number the tasks, have black box to represent the Greedy Algorithm (freeze the pseudo code slide)</p>
4	Bootstrap Data	<p>Upload the wrong file and it should not work. (Minh)</p> <p>Start with demo on failed upload (should prompt some error)</p> <p>Keep to 3 slides. Focused on business logic transformation. Other, e.g. slide 29 can be removed. Cut down on the examples.</p>
5	Simulation	<p>Air time: talk about time taken from last time till now. Talk about what is happening during this processing period. Link to the pseudo code.</p> <p>Talk about timeline of completion time journey.. (add it at: X-factor efficiency bullet). Highlight on the completion time.</p>
6	Demo	<p>Tell the outline of the project at the start of presentation (say: demo will only come in the middle after we have understood the business domain)</p> <p>Demo will come before “Simulation” slide.</p> <p>Highlight that it has been deployed on client's machine</p>
7	Manage Simulation Parameters	<p>Remove topic on K-S Test.</p>
8	User Testing Result	<p>Reasons:</p>

		<ol style="list-style-type: none"> 1. On spot bug (which we have found out the reason and addressed) 2. We actually tested on different sets of data, thus there are things that we have not catered for. And we realise that 3. Data comes in 01/09/2012 <p>Highlight on UT2.</p>
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

.....
ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					

.....
CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

.....
NOTES:

Prepared by,

Suriyanti

Vetted and edited

Jek Bao

Endorsed by supervisor,