TEAM MEETING MINUTES

Date:	06/03/2016
Time:	1100hrs
Venue:	SMU Labs
Attendees:	Claudia Foong Pui Shuen, Eva Tan Guan Hua, Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh Minh, Vu Hoang Minh
Absentees:	-
Agenda:	1. Discuss on progress plan

No.	Task	Follow-up(Person-in-charge)	Deadline
1.	**Progress Plan** ● Quantitative: 80% of versafleet users responded that they will use our application in the future ● Qualitative: Sypher Labs would showcase VersaFleet Analytics when onboarding their new clients (to encourage them to use VersaFleet) ● Capture the usage frequency of at least one company from our UT1 still using our deployed application on Heroku → Companies do want to use our application → Justify the reasons why our application cannot go live. (Sypher Labs is currently now focused on improving VersaFleet. Currently it does not provide adequate data required for prescriptive/predictive analytics. Also these analytics require knowledge beyond our capabilities at the moment.) ● Documentation APIs (a given)	-	-
2.	Shamir 1. Update Shamir on our X Factor 2. Ask Shamir if our application is useful as of current state or if our application would be more useful after they have included prescriptive/predictive analytics	Karen	06 March 2016

	3. We are going for Symposium tomorrow to gather feedback regarding our application but we will not be disclosing any information about Sypher Labs.		

Vetted by: Eva

Follow up: To be circulated amongst team