Supervisor Meeting Minutes 8

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| **Date:** | 14/03/2018 |
| **Time:** | 11:30am –12:35pm |
| **Venue:**  | SIS Room 5039 Prof Rafael’s office |
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| **Attendees:** | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu ZheSupervisor: Prof Rafael |
| **Absentee:** | Gary Quek Jian Zhang  |
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| **Agenda:** | 1. Discuss project progressa. Focus more on delivering the final product to the sponsor.b. Work on the points from Final grading template especially those different from the Mid terms.c. Add in Data protection concern form accordance to PDPC before asking user to give their information.d. Work on security issue such as Encrypt Data Basee. Prepare for Poster day and 1 min Videof. Clarify everyone’s expectations for this project.g. Clear all current development work and bugs ASAP.
2. Project / Operation Managementa. Update Change management with the change of Supervisor.b. Plan handing over to sponsor in a professional and corporate manner.c. Think in the shoe of the sponsor what will happen after we hand over to them, provide them enough documents and Git account for their future management.d. Focus more on maintenance of the product as ensure a smooth handover to the sponsor.e. Discuss detailed handover plan.d. Prepare for poster day, elaborate on how the product is.
3. Mid term Reviewa. Work harder on Quality of the product based on Feed back from Both Prof Gan and Prof Tan.b. Add in Notification for verified status .c. Add in deliverer information for sender to verify.d. Location Tracking for deliverer. e. Think more what might happen on the actual business. For example requesting signature from the receiver to verify if task complete.f. Demo to be free of errors.
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| **Key Takeaways:** | 1. Finish current development as soon as possible and focus on handing the product over to the sponsor.2. Make sure to add in data protection policy accordance to PDPA.3. A proper plan on how to handover the project to the sponsor. |
| **Actions Needed** | Task: Done by: Due Date:1.Update wik change log and supervisor meeting Zhang Yu Zhe 19/03/20182.Poster design Xiao Yu,Jia Meng 19/03/20183.Video Picth Zhang Yu Zhe 19/03/20184. App development Gao Hailong,Gary 01/04/2018 |

The meeting was adjourned at 12.35 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**