

# Supervisor Meeting Minutes 10

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**Date:** 9 April 2015

**Time:** 11.30am – 1pm

**Place:** SOE CR 3-4

**Attendee List:**

SMU:	Professor Patrick Thng
	Chloe
	Gerald
	Hexing
	Arinah
	Farah

**Agenda for the Meeting**

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- Rehearsal for Final Presentation

**Minutes**

Discussion Topic	Action By
<p><b><u>Finalise Flow for Final Presentation</u></b></p> <p><b>Tips for final presentation:</b></p> <ol style="list-style-type: none"> <li>1. Be economics on using the number of slides because reviewer and the audience only have short attention span (10-15mins)</li> <li>2. Every slides must have a purpose of what you are trying to push</li> <li>3. Use space economically don't waste slides</li> </ol> <p><b>Comments on Final Presentation rehearsal:</b></p> <p><b>Introduction:</b></p> <ul style="list-style-type: none"> <li>- Remove the business process for Form Asian Label ( Take note need to catch the first 10-15 mins of the audience's attention)</li> <li>- Make use of transition to catch the audience attention . eg. Zooming in our proposed solution and the project scope</li> <li>- Change in requirement slide to make it very eye catching (add in pictures or colours)</li> <li>- Remove Redundant Words – Keep the points short and simple</li> </ul> <p><b>Proposed solution:</b></p> <ul style="list-style-type: none"> <li>- All proposed solution in point form on one slide(Don't waste slides)</li> <li>- End to end ecommerce solution (Talk about the forest before zooming into the trees)</li> </ul>	<p>Prof Thng, T-club</p>

**X factor:**

- Include Analytics- Say something like we are the first in IS 480 for this term to make use of the click analysis
- All xfactor in point form
- Change the “Live deployment” xfactor to “We Adapted fast! - We went LIVE with 10 Transaction within 1 Month from the date of change of client”
- Great commercial values for any startups - Fully functional e-Commerce store with Shopping Cart, Product catalog, PayPal, Discount codes

**Google Analytics:**

- Popular product( Don't only show the url, paste pictures of the product)
- Referrals- (Don't just print screen from google analytics, list out the top 3 referral sites, the link of the referrals have to be intuitive else use layman terms)
- From these data provide analysis, eg. From the click analysis, people generally likes dresses because there are most number of clicks from that nav bar → hence, kaleea can bring in more dresses

**Technical Complexity:**

- Have to explain all the technical complexity in layman terms
- Use visuals to illustrate the change in domain

**User Testing**

- Label UAT results graph
- Graph X-axis title to be shifted to bar
- A/B testing – Design A and B to be shown clearer (Remove the arrows)

**Project Management**

- Planned vs Actual ( Picture too small, have to enlarge it)
- Project highlights ( Remove redundant words and delete web launch on 8<sup>th</sup> March)
- Have to describe the schedule metrics, why is there a deviation? Why is the schedule on track when there is a change in requirement?

<b>Recorded by:</b>	Chloe Quek
<b>With inputs from:</b>	Meeting Attendees
<b>Date:</b>	10 April 2015