

## TEAM MEETING MINUTES

<b>Date:</b>	22/02/2016
<b>Time:</b>	1900hrs
<b>Venue:</b>	SIS Level 5
<b>Attendees:</b>	Claudia Foong Pui Shuen, Eva Tan Guan Hua, Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh Minh,
<b>Absentees:</b>	Vu Hoang Minh
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Update scope</li> <li>2. Plan for Iteration 9</li> </ol>

No.	Task	Follow-up(Person-in-charge)	Deadline
1.	<p><b><u>X Factor Change</u></b></p> <p>Mid terms: 8 VersaFleet users to use VersaFleet Analytics. Our client has exhausted all means to get their users to use the application.</p> <p>Finals: For VersaFleet Analytics to go live, it is necessary to include predictive and prescriptive analytics which can only be done through machine learning that is not within our capability as of now. Moreover, these analytics require professional statistical knowledge.</p> <p>For VersaFleet Analytics to become a valuable proof-of-concept for our client, we will come up with proper documentation of API so that their developers could take over. As VersaFleet is still improving, it would not be very useful for our client's users to help us with user testing</p>	<p>Seek Chris Boesch's advice on reusing the same x factor or</p> <ol style="list-style-type: none"> <li>1. Median &amp; Mean</li> <li>2. Overall DFR (days, weeks, months aggregation)</li> <li>3. Notification including customer module threshold setting (end of day report, notification for thresholds that customer set)</li> <li>4. Table column selection</li> </ol>	01 April 2016
2.	<p><b><u>Notification Module Changes</u></b></p> <ol style="list-style-type: none"> <li>1. Users to receive notifications for clients which they were unable to fulfil DFR promised to them at the end of each day</li> </ol>		
3.	<p><b><u>Algorithm Improvement</u></b></p> <ol style="list-style-type: none"> <li>1. Incorporating median and mean into UI</li> <li>2. Improved calculation algorithm of DFR</li> </ol>		



4.	<u>UI Changes</u> Table column selection		
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Vetted by: Eva

Follow up: To be circulated amongst team