

<b>DATE</b>	7 April 2014
<b>TIME</b>	1pm
<b>VENUE</b>	Green Transformation Lab
<b>ATTENDEE(S)</b>	Chua Pei Shan, Lim Xin Yi, Shemin Ang, Gwendolin Tan, Ng ZhenYuan Client: Mr Tan Pang Jin, Ms Tan Kar Way
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	<ol style="list-style-type: none"> <li>1. Update client about application</li> <li>2. Discussion on Final Presentation Slides</li> <li>3. Evaluation</li> <li>4. Questions to ask Pang Jin</li> </ol>
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<b>Topics</b>	<b>Details</b>
Update client about application	Showed client the application
Discussion on Final Presentation Slides	<p><b>Purpose/Motivation</b></p> <ol style="list-style-type: none"> <li>1. Green Transformation Lab's motivation is to help DHL, SMU and GTL to outreach and become a top leader in logistics industry to provide a tool that allows organizations who management global supply chain to visualize their supply chain flow impact to the environment.</li> <li>2. One of the main target audiences is Manufacturers and GTL wants to create awareness for organizations who do not know their impact on the environment.</li> <li>3. Currently, this tool will be available online for free. There will be a link on GTL website for organizations/anybody in the logistics to access.</li> </ol> <p><b>Market Positioning</b></p> <ol style="list-style-type: none"> <li>1. Compare scope VS setup time.</li> </ol> <p><b>Demonstration</b></p> <ol style="list-style-type: none"> <li>1. Scenario: Instead of using Singapore closing down and move to KL, swap it to KL closing down and shifting to Singapore.</li> </ol> <p><b>Technical Complexity</b></p> <ol style="list-style-type: none"> <li>1. Remember to explain what the issue is and what we are trying to solve with the code.</li> <li>2. Show what is so complex and how complex it is.</li> </ol>

Questions to ask Pang Jin	1. Based on the feedback from user testing 4, Do we need to have a pie chart for time? <i>Answer from Client:</i> No need.  2. Should the results for time be displayed in terms of average per shipment, weighted or annual?  <i>Answer from Client:</i> Annual.
Handover Documents	1. All documents including test cases, Meeting Minutes with client, diagrams and feedback from user testing 2. Source Code 3. Deployable unit 4. Read me

S/N	Task	Member Responsible	Due Date
1.	Send Sponsor Evaluation Form to Pang Jin	Pei Shan	11 April 2014

The meeting ended at 2.10pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,  
Xin Yi

Vetted and edited by,  
Pei Shan