



MAPSMOO

SUPERVISOR MEETING MINUTES

Date of Meeting (DD/MM/YYYY):	16/01/2020
Time (24hrs):	13:00
Location:	Prof Hwee-Pink's Office
Attendees:	All

Meeting Agenda

1. Team introduction
2. Alignment on project deliverables
3. Feedback on project direction
4. Clarification on deliverables

Notes, Decisions and Issues

Topic/Summary of Discussions

Possible risks to be managed

1. Not having the required data layers (mitigation: remove variables with unavailable data from measuring function for project demo. Possible development of separate set of matrices where application has the capability to enable import of new data in the future, and conduct updated calculations dynamically)
2. Latency of dynamic map rendering when new layers are added or changed (mitigation: develop proper architecture)

Validating project

- Possible ideas include comparing two extreme neighbourhoods, where one is definitely not car-lite with another neighbourhood that is definitely car-lite (based on URA gut feel)
- Conducting surveys
- Need a measurement of success from sponsor's perspective (find a way to measure how satisfied URA is)
- Best to have quantitative measurements: e.g. how accurate are the matrices, percentage of matrices is URA satisfied with
- KPIs and measurements to be noted down during user testing (e.g. satisfaction level, percentage completion)

Project expectations

- By week 7 and week 14, ensure there is no misalignment between deliverable and feedback on sponsor
- Matrices should be decided on by midterms
- By midterms: to clear all “must-have” functionalities and one user testing
- Post midterms: refinement, second user test, “good-to-have” functions
- Update wiki regularly (e.g. bi-weekly according to sprints)
- For midterms, presentation and demo is confirmed. Midterm report is unconfirmed as of now

Project management matrices

- Task completion. If something changed, what was changed and what mitigation steps were taken?
- Tasks completed on time, or late. If late, what were the mitigation steps taken

Action Items		
Action	Members Involved	Due Date (DD/MM/YYYY)
To clarify with URA on how to pinpoint success of project	All	28/01/2020
To update URA on project milestones by next meeting	All	28/01/2020

Next Meeting					
Date (DD/MM/YYYY):	30/01/2020	Time:	1:00PM	Location:	Prof Hwee-Pink's Office
Objective	<ul style="list-style-type: none"> • Update on matrices discussions with URA • Showcase technical progress made 				