

Sample 30-minute Meeting Agenda

You can adjust the agenda accordingly.

Time	Activity	Notes
0-5 min	Get to know each other & set expectations	<ul style="list-style-type: none">• Introduce your team to the advisor.• Tell the advisor what your expectations are for the mentoring session.
5-10 min	Share context and goals	<ul style="list-style-type: none">• Tell the advisor what is the challenge that you want to try to solve.• Tell the advisor What have done so far and what were the results.• Tell the advisor what your specific goals/objectives.
10-20 min	Mentoring and advice	<ul style="list-style-type: none">• Focus on the advice that your advisor gives for your problem.• Ask your advisor if you feel confused about the advice
20-25 min	Make an action plan	<ul style="list-style-type: none">• Share the steps that you will take next, to address your goals.• Propose a follow-up meeting/email to give an update regarding your project.
25-30 min	Wrap-up	<ul style="list-style-type: none">• Make sure your team is clear on the next steps (if any)

Working doc for mentoring

(for students to fill up and send to advisor
altogether with the calendar invitation)

Project ID : CH2-PS240

Project Name: PasKita

Project Themes: SME Empowerment

Project Team Members:

- Muhammad Iskandar (M524BSY0282) – Machine Learning – Politeknik Negeri Banjarmasin
- M. Rizki Simanullang (M247BSY0284) – Machine Learning – Universitas Lambung Mangkurat
- Yaspin Andika Muhamad Nur Cholis (M314BSY0498) – Machine Learning – Universitas Singaperbangsa Karawang
- Annisa Maghfirah (C247BSX3446) – Cloud Computing – Universitas Lambung Mangkurat
- Imam Noor Arifin (C183BSY3482) – Cloud Computing – Universitas Amikom Yogyakarta
- Afwan Sutdrajat (A350BSY2233) – Mobile Development – Universitas Bumigora
- Siti Romadiah (A502BSX2874) - Mobile Development - Institut Bisnis dan Teknologi Indonesia

Project Advisors:

- Ir. M.M. Irfan Subakti, S.Kom., M.Sc.Eng., M.Phil., IPM
(Machine Learning/Data/AI)
- Sendy Alfandy Budiman
(Business/Commerce/Startup)



Documents:

- Project Plan/Design Documents:
 - CH2-PS240's Product Capstone Project Plan - Bangkit 2023
- Project Git Repository: <https://github.com/PasKita-Team>
- Other resources:
 - Our Application UI
(<https://www.figma.com/file/NjzpddezBiHSDca0HsfaXqG/PasKita-Capstone-Project?type=design&node-id=10%3A386&mode=design&t=NxVgfNzOpZ4EUqoi-1>)
 - Dataset
<https://drive.google.com/drive/folders/1al6O9DH6ccqaJMxYrbijobEzYaU7IjSBQ>
 - Google Colaboratory
 - PasKita.ipynb

Timeline:

1:1 Mentoring Session with Ir. M.M. Irfan Subakti, S.Kom., M.Sc.Eng., M.Phil., IPM

*please copy this for each mentoring session

- Date: December 02 2023
- Participants: Muhammad Iskandar, M. Rizki Simanullang, Yaspin Andika Muhamad Nur Cholis, Annisa Maghfirah, Imam Noor Arifin, Afwan Sutdrajat, Siti Romadiah
- Advisor: Ir. M.M. Irfan Subakti, S.Kom., M.Sc.Eng., M.Phil., IPM
- Advisor expertise: Machine Learning/Data/AI
- Resources:
 - Project Plan/Design Documents:
 -  CH2-PS240's Product Capstone Project Plan - Bangkit 2023
 - Project Git Repository: <https://github.com/PasKita-Team>
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(<https://www.figma.com/file/NjzpdezBiHSDca0HsfaXqG/PasKita-Capstone-Project?type=design&node-id=10%3A386&mode=design&t=NxVgfNzOpZ4EUqoi-1>)
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 - Google Colaboratory
 -  PasKita.ipynb

Short introductions and expectation setting [15 min]

- Team introduction and introduction to our project: Our application is named Paskita. Paskita is an app that is useful for helping people, especially SME, to market their products, our application works in a way that when SME have difficulty creating an attractive appearance about their products, they can upload raw photos of their products and it will automatically Our application will make the appearance of the product attractive with several templates that we have provided. And beyond that, we will also become an application where users can market their products.

Team Challenges & Questions

- Is the dataset for templates correct?
- we create our own dataset for the templates in application. According to you , how many templates should we create for this project?
- If we want to optimize a model for real time performance what should we do so the user can expect quick template generation?
- How do we avoid our generative model becoming vulnerable to lack interpretability?

Action Item & Next Steps


- For CC: Create a prototype API with a dummy model while waiting for the original model from ML.
- For ML: Create the model and train the data.
- For MD: Implement UI design from Figma to Android Studio.

1:1 Mentoring Session with Sendy Alfandy Budiman

*please copy this for each mentoring session

- Date: December 7, 2023
- Participants: Muhammad Iskandar, M. Rizki Simanullang, Yaspin Andika Muhamad Nur Cholis, Annisa Maghfirah, Imam Noor Arifin, Afwan Sutdrajat, Siti Romadiah
- Advisor: Sendy Alfandy Budiman
- Advisor expertise: Business/Commerce/Startup
- Resources: *link one pager, OKR Tracker, notes docs, etc.*

Project Plan/Design Documents:

 CH2-PS240's Product Capstone Project Plan - Bangkit 2023

Project Git Repository: <https://github.com/PasKita-Team>

Other resources:

Our Application UI

(<https://www.figma.com/file/NjzpdezBiHSDca0HsfaXgG/PasKita-Capstone-Project?type=design&node-id=10%3A386&mode=design&t=NxVgfNzQpZ4EUqoi-1>)

Dataset

(<https://drive.google.com/drive/folders/1al6O9DH6cqajMxYrbijobEzYaU7ljSBQ>)

Google Colaboratory

 PasKita.ipynb

Short introductions and expectation setting [15 min]

- Team introduction and introduction to our project: Our application is named Paskita. Paskita is an app that is useful for helping people, especially SME, to market their products, our application works in a way that when SME have difficulty creating an attractive appearance about their products, they can upload raw photos of their products and it will automatically Our application will make the appearance of the product attractive with several templates that we have provided. And beyond that, we will also become an application where users can market their products.

Team Challenges & Questions

- Are there any special features to improve product visibility and increase sales opportunities?
- What is the most suitable business model for this app?
- Do we need to conduct a market survey or price research to determine the optimal price?
- How can we promote premium features to SMEs in an attractive way?
- How can we collect customer feedback on the premium features, and how can that feedback be used to improve or expand the premium features?

Action Item & Next Steps

- We need to research more about the data we need as corroborating evidence for our application is crucial.
- Finding and convincing the target market to use our app.

1:1 Mentoring Session with {Advisor's Name}

*please copy this for each mentoring session

- Date:
- Participants:
- Advisor:
- Advisor expertise: [copy from program hub]
- Resources: *link one pager, OKR Tracker, notes docs, etc.*

Short introductions and expectation setting [15 min]

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Team Challenges & Questions

- (Students team please fill out this part)

Action Item & Next Steps