# **MEETING MINUTES**

## **Project: Business Intelligence (BI) System for Golden Gate Restaurant Chain**

### **Date: 07/03/2025**

### **Location: Online Meeting (Microsoft Teams)**

### **Attendees:**

* Assoc. Prof. Ho Trung Thanh, Ph.D – Project Sponsor
* Nguyen Huynh Kim Suong – Product Developer
* Tran Thi Thuy Loi – Data Analyst and Engineer
* Project Team Members

## **Agenda:**

1. Review Change Request 01 – Transition from manual data extraction to API-Based Real-Time Integration.
2. Review Change Request 02 – Upgrade to a Cloud-Based Data Warehouse for Enhanced BI Performance.
3. Impact Analysis on Project Timeline, Budget, and Scope.
4. Approval and Next Steps.

### **1. Change Request 01 – Transition from manual data extraction to API-Based Real-Time Integration**

* **Requested by:** Nguyen Huynh Kim Suong – Product Developer
* **Description:**
  + Shift from manual data extraction and batch processing to real-time API integration.
  + Improves data accuracy, efficiency, and scalability.
* **Impact Analysis:**
  + **Scope Impact:** No changes to project scope.
  + **Timeline Impact:** Minor delay (+1 week) but within contingency buffer.
  + **Budget Impact:** No additional costs; long-term cost savings by reducing manual efforts.
  + **Other Considerations:**
    - Enhanced real-time analytics for sales and marketing teams.
    - Reduced manual workload and improved data security.
* **Decision:** **Approved**
* **Next Steps:**
  + API development and integration to be completed within 1 week.
  + Conduct system testing before deployment.

### **2. Change Request 02 – Upgrade to a Cloud-Based Data Warehouse for Enhanced BI Performance**

* **Requested by:** Tran Thi Thuy Loi – Data Analyst and Engineer
* **Description:**
  + Migrate the BI system from on-premise servers to a Cloud-Based Data Warehouse (AWS).
  + Improves data processing speed, expands storage capacity, and enhances query performance.
* **Impact Analysis:**
  + **Scope Impact:** Significant change requiring updates to data processing workflows.
  + **Timeline Impact:** Estimated additional **2-3 months** for setup, migration, and testing.
  + **Budget Impact:**
    - **Current on-premise cost:** $32,000 per year.
    - **Cloud-based cost:** $96,000 - $144,000 per year.
    - **Higher operational costs exceed current budget allocation.**
  + **Other Considerations:**
    - Faster system performance.
    - Increased ongoing expenses.
    - Security & compliance risks.
* **Decision:** **Rejected due to high cost exceeding budget constraints.**
* **Next Steps:**
  + Explore alternative optimizations to improve on-premise performance.
  + Investigate hybrid cloud solutions or phased migration approaches.
  + Review budget in the next fiscal planning cycle.

**Action Items:**

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| **Action Item** | **Responsible** | **Deadline** |
| Develop and integrate API-based data extraction | Product Developer Team | 1 week |
| Perform system testing for API integration | QA Team | 2 weeks |
| Assess performance optimization for on-premise BI system | Data Analyst Team | 3 weeks |
| Research hybrid cloud alternatives | Data Analyst Team | 4 weeks |

### **Conclusion:**

* Change Request 01 (API Integration): Approved and will be implemented immediately.
* Change Request 02 (Cloud Migration): Rejected due to high operational costs exceeding budget.
* Next meeting scheduled for 09/03/2025 to review on-premise optimization strategies and hybrid cloud feasibility.