

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 06 |
| Date | 21 September 2018 |
| Time | 15:30 – 16:00 |
| Venue | SIS Room 4056 |

Attendees

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| Name | Attendance |
| Moh Moh San | Present |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Discussion about Pilot Testing   Summary of Discussion   * Rather than having the administrators attempt everything themselves, it would be better if the members could provide a training session for the staff to get them familarise with the system and its usage. * Mrs Lian Chee advised us to be in the Centre when the administrative staff are configuring the system so that they could have someone to turn to when in need of help. * Could source for Sponsor’s help in taking timing for the various administrative tasks while using the system during Pilot Testing |
| 1. Discussion on implemented functionalities   Summary of Discussion   * Scheduling functionality does not account corner cases such as incidents where there are multiple lessons per class per week – need to clarify it with the Sponsors * Possibly implement a mobile friendly version of the payment functionalities to facilitate the payment process |
| 1. Discussion on Stretch Targets   Summary of Discussion   * Have some form of analytics to help the management of the branches * Peak period, most popular course, most popular timeslots * Where does majority of the customers come from |

Action Items

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| Action | Member Responsible | Due Date |
| To discuss and think of more possibilities of stretch targets | All | 28 September 2018 |
| Consolidate progress of Pilot Testing | All | 28 September 2018 |
| To discuss on how the demonstration for Mid Term presentation would be carried out | All | 28 September 2018 |

The meeting was adjourned at 4:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Shawn

Vetted and Edited By,

Tang Hui Xin