

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 08 |
| Date | 19 October 2018 |
| Time | 15:30 – 16:30 |
| Venue | SIS Room 4056 |

Attendees

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

Meeting Agenda

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| Agenda |
| 1. Mid-term Feedback Discussion   Summary of Discussion   * Discussing feedbacks given by Prof Thivya Kandappu and Prof Yingjiu Li during Mid-term Presentation * Suggested us to rework on our X-factor * Discussed the possibility of implementing data analytics by Final |
| 1. Discussion on Final Preparation   Summary of Discussion   * Discussion on implementation of some form of data analytics for center. Have come out with 3 possibilities spanning over operation management and student performance 1) Enrollment Analysis 2) Student Performance/Grade Analysis 3) Overall Operations Analysis (Profit and Expenses) * Discuss Progress on Financial Report |
| 1. Discussion about Sponsor Meeting   Summary of Discussion   * Informed Mrs Lian Chee of the changes requested by sponsor.   Changes:  According to the sponsor business logic, they got combined classes for English. For example, Monday 3:30 pm class was for Primary 4 and Primary 5 students. In order to cater the request, we need to restructure our database and change the logic for affected functions.  Affected functions: Scheduling, Individual/Bulk student registration, Tutor payment, Attendance taking want to have the field to edit individual tuition fees since different students need to pay different tuition fees depends on how long the students stay with center |

Action Items

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| Action | Member Responsible | Due Date |
| Financial Report | Thet Thet Yee | 25 October 2018 |
| Individual/Bulk student registration | Thet Thet Yee | 25 October 2018 |
| Tutor Payment for combined classes | Moh Moh San | 25 October 2018 |
| Scheduling for combined classes | Tang Hui Xin | 25 October 2018 |
| Attendance Taking | Tang Hui Xin | 25 October 2018 |
| Expense Module | Riana | 25 October 2018 |

The meeting was adjourned at 4:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Moh Moh San

Vetted and Edited By,

Shawn