Team 09 – Dimensioning First Customer Day

Meeting Minutes
October 8, 2020

Opening:

Minutes of the first customer day with Cloud Plus Pte Ltd on requirement gathering for dimensioning module held on a virtual Microsoft Teams meeting on Thursday, 8 October 2020 at 4:40 p.m.

Present:

Aloysius Chia Mu Rong (Product Owner)
Jung Duk Kyun Justin (Developer)
Htet Htet June Han (Quality Assurance)
Crystal Toh Yi Shan (Team Manager)
Tan Wei Jian (Scrum Master)
Zhe Bin (Customer, Cloud Plus Pte Ltd)
Professor Cao Qi (Project Supervisor)

Aloysius Chia Mu Rong, the product owner called the meeting to order at 4:40 p.m.

Apologies for absence:

No Apologies were received.

Discussion:

Discussion Topics	Action Items
Question: Is the team understanding of the Dimensioning Process Workflow correctly depicted with the flow diagram? **Answer**: Customer confirms that flow diagram is aligned with the teams understanding.	No Action Required – For team to note
Question: Is the dimensioning module only used by any specific possible potential actors identified by the team? **Answer:** Any staff working in the warehouse will be able to use the dimensioning module if needed.	No Action Required – For team to note
Question: Should the 3D camera measure each of the packages on the pallet? **Answer:** There should only be 1 measurement per pallet, hence no matter the amount packages on a pallet, it is treated as 1 cargo and it is measured as 1 cargo.	No Action Required – For team to note
Question: How many QR/Barcode should the 3D camera be expected to read per pallet.	No Action Required –

Answer: The 3D camera is only suppose to read 1 QR/Barcode which contain details of the cargo.	For team to note
Question: Should the measurement include the pallet or only the cargo? **Answer:** There are 2 business model whereby 1 measure with the pallet and the other does not. **Additional Inputs from Customer:** There are business model whereby the pallet length and width is used as a minimum. In the event that the cargo length and width is smaller than the pallet length and width the 3D camera would take the pallet length and width measurement instead. For odd shaped cargo there is a commonly used algorithm minimum bounded rectangle to compute the length and width.	No Action Required – For team to note
Question: What information should be contained inside the QR/Barcode for the cargo? **Answer:** It is up to us	No Action Required – For team to note
Question: Should there be an alert feature if the 3D camera does not detect the QR/Barcode on the cargo? **Answer:** Alert will be sent to the staff if QR/Barcode is not found, additionally it should also sent an alert if the cargo dimension exceeds the dedicated area in the dimensioning station.	No Action Required – For team to note
Planned deliverables for next customer day: • Refine Use Cases for the Dimensioning system • Refine User Stories for the Dimensioning system • Cargo recognition (Lo-Fi Prototype)	Refine Use Cases – Not assigned to anyone yet Refine User Stories - Not assigned to anyone yet Create Lo-Fi prototype for cargo recognition - Not assigned to anyone yet When: 12 November 2020

Adjournment:

Meeting was adjourned at 4:50pm by Product Owner. The next customer day meeting will be online on November 12th, 2020 on Microsoft Teams.

Recorded by:

Tan Wei Jian
Scrum Master

Vetted by:

Justin Jung Duk Kyun
Developer

Confirmed by:

Aloysius Chia Mu Rong
Product Owner