Internal Meeting Minutes

|  |  |
| --- | --- |
| **Date:** | 16/10/17 (Monday) |
| **Time:** | 3.30pm |
| **Venue:** | SIS 3.3 GSR |
|  |  |
| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl, Huiyan, Jeremy, Clarissa |
| **Agenda:** | 1. Go through mid-terms feedback 2. Sprint Planning 3. Things to update client |

1. **Go through mid-terms feedback**

Yi Xuan recapped with the team on the suggestions that was provided by our mid-term reviewers. The team discussed on the suggestions to take on or reject. The team decided to change colour selections from drop down to colour icons and sort the bar graphs. The team also added few other items into product backlog for future sprints consideration (e.g. Facebook Login, Address API). The team also decided to follow the suggestion during the mid-terms to place more focus on Advanced Analytics and VR rather than expanding on the eCommerce site.

1. **Sprint Planning**

Yu Xuan shared some advanced analytics methodologies that the team can consider for advanced analytics. He introduced the moving average algorithm that is commonly used to predict stock prices to us to predict operation timings. Yu Xuan and Sheryl are tasked to research on more possible algorithms that we can work with. The team also decides to explore the possibility of using Unity paired with Google SketchUp for the VR.

1. **Things to update client**

Update client on the possibilities of advanced analytics to seek for his opinion. Also let client know that we are starting on the VR and needed to clarify on some issues regarding the combination of patterns and colour due to the absence of the finalised product catalogue. Yu Xuan to arrange a meeting with client soon.

The meeting was adjourned at 7.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yi Xuan

Vetted and edited by,

Yu Xuan