Internal Meeting Minutes

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| **Date:** | 18/10/17 (Wednesday) |
| **Time:** | 12.00pm |
| **Venue:** | SMU Labs Urban Jungle |
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| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl, Huiyan, Jeremy, Clarissa |
| **Agenda:** | 1. Project Poster & Pitch Video 2. Update on Advanced Analytics Research 3. Update on VR 4. Next Meetings |

1. **Project Poster & Pitch Video**

Yu Xuan have updated ASANA with the details required for the poster. Jeremy and Clarissa are assigned to work on the poster, and Yu Xuan to provide the content required. For members without a formal photo, needs to take the photo and send it to Jeremy and Clarissa as soon as possible. Technologies are more or less confirmed but the team is considering to only include 6 main ones on the poster due to limited space. The team discussed and worked on a collated learning outcome to be placed on the poster.

Yi Xuan is assigned to plan for the Pitch video and script.

1. **Update on Advanced Analytics Research**

Yu Xuan explained the moving average algorithm once again and Sheryl shared on Exponential Smoothing algorithm. Both algorithm are for analysing factory processing time. Yi Xuan suggest focusing on Google Analytics and explain it into conversion funnels and promo code tracking. However, this would require more research. Team needs to propose these ideas and seek feedback from client. Yu Xuan also suggested k-means clustering for customer profiling and possibility of exploring product recommendation.

1. **Update on VR**

Jeremy and Hui Yan shared on what they researched for VR. The team discussed and decided to give Unity a try and assigned Hui Yan to be in-charged of it. The team also decided to use Google SketchUp for rendering of images and more is needed to be researched on embedding of the 360 image. This could be part of our tech complexity.

1. **Next Meetings**

The team will be meeting Prof Xiong next Monday and client possibly next Tuesday.

The meeting was adjourned at 2.00pm. 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