Internal Meeting Minutes

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| **Date:** | 06/11/17 (Monday) |
| **Time:** | 4.00pm |
| **Venue:** | SIS 3.3 GSR |
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| **Attendees:**  **Absentees:** | Yi Xuan, Sheryl, Huiyan, Jeremy, Clarissa  Yu Xuan |
| **Agenda:** | 1. Progress Update 2. Sprint 11 Planning 3. Items to get from client 4. Plan for Final UAT |

1. **Progress Update**

Team updated each other on the items still in progress. Google Analytics is still left with conversion funnels to remove the intermediate steps and make use of Chart JS for visualisation. The team also decided that if Chart JS is unachievable, we will fall back on written insights without fancy charts. Bar Chart needs to be sorted in ascending or descending order as per suggestion in the mid-term review.

Team also decided to work on Mahout for product recommendation as part of predictive analytics. Clarissa, Yi Xuan and Yu Xuan is to start on Mahout tomorrow.

Hui Yan updated that the main function for VR has been completed. However, UI is needed and need to change patterns.

1. **Sprint 11 Planning**

Sprint 11 items including VR application, Mahout, Google Analytics chart embedding, Courier hyperlink, Facebook login, UI/UX design and final documentation tasks have been created on ASANA. The team discussed and assigned items during the meeting. Team decided to leave Facebook login out. Tasks are assigned on ASANA.

1. **Items to get from Client**

Need to get client’s permission to make a $1 transaction by this weekend to test Stripe payment. Update the client on our aim to get at least 4 – 5 out of 10 transactions by Finals.

1. **Plan for final UAT**

The team proposes to meeting Prof Xiong Jie for supervisor meeting to update on our progress on the 13Nov, fix bugs from 13 to 15 Nov, deploy and test on 16 Nov, and conduct UAT from 17 to 19 Nov. Course credits to get participants to do UAT for admin portal. For eCommerce site, we will continue to send links to targeted customer group. Stripe payment needs to be tested with real transaction by this weekend.

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,

Jeremy