Supervisor Meeting Minutes 1

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| **Date:** | 28/07/17 (Friday) |
| **Time:** | 8.00pm |
| **Venue:** | Prof Benjamin Gan Office |
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| **Attendees:** | Yu Xuan, Sheryl, Jeremy, Clarissa, Hui Yan |
| **Absentee:** | Yi Xuan |
| **Agenda:** | 1. Project Scope and Status 2. Project Management Documents 3. Project Scope Documents 4. Team Member Roles 5. X-Factor of the Project 6. Production Server 7. Next Meeting with Prof Ben Gan 8. Things need to be done by acceptance |

**1. Project Scope and Status**

Yu Xuan went through the entire scope of the project and performed a project demo to show the status of the project. The team answered questions regarding about the project as well. Key questions asked by Prof Ben Gan:

1. Why code from scratch when your client can buy commercial software or use excel
2. What is the number of customers now?
   1. To give a view on whether a complex system is necessary
3. Can customer cancel the order?
4. By allowing customer to decide on colour, pattern and material, is this really product customisation?
5. Why it is called Virtual Reality when it is just a 360-degree view?
6. Is our final product going to create value for the sponsor?
7. Can our forecasting analytics able to work as it requires large amount of data?
8. How do we convince stakeholder to believe in our product?
9. Without the X-Factor module, your product is as the same as commercial products.

**2. Project Management Documents**

Yu Xuan went through As-Is and To-Be diagram to allow Prof Ben Gan to understand the whole process. Prof Ben Gan gave feedbacks for the diagrams and changes which we need to make before acceptance. Feedback by Ben Gan:

1. As-Is Process
   1. Need to be as detailed as possible
   2. Include layers – customer, third party, workers, admin and etc
   3. Must be detailed
   4. Show the decision process
2. To-Be Process
   1. Diagram need to be more refined and details
   2. “Product beginning” needs to be removed
   3. Need to edit the process to show a better process flow
   4. Need to change the symbol used and add end points

**3. Project Scope Documents**

Prof Ben Gan went through our functionality charts and asked the team questions. He pointed out some functions are similar hence we are able to group them together. List of items that requires changes:

1. Search and filter
2. Be clearer with QR code – scan, search
3. Product Customisation needs to be more clear
4. State the gateway for payment
5. Should be called as a shopping cart module instead of payment module
6. Use umbrella terms instead of breaking it down

**4. Team Member Roles**

The team introduced themselves and explained our roles to Prof Ben Gan.

**5. X-Factor of the Project**

Product Customisation, Virtual Reality and Analytics are the X-Factor of the project. Prof Gan advised that we should complete our primary functions as soon as possible as the x-factors might be tough and requires more time to complete it.

**6. Production Server**

Prof Ben Gan Advised that the team need to get production server from our client so that we are able to configure the server as early as possible to avoid any issue.

**7. Next Meeting with Prof Ben Gan**

Next tentative meeting with Prof Ben Gan is on 16th August 2017. Alternatively, we can send him our acceptance slides and he will give his feedback.

**8. Things need to be done by acceptance**

1. Edit as-is and to-be documents

2. Edit functionality table

3. Deploy application to server

4. Get product images from Sponsor (a fixed date)

5. Complete shopping cart module including payment

6. Change management policy

- A set of criteria to identity the changes

- evaluate the impact and effort needed before agreeing to do the function

- Supervisor needs to be taken into account

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|  | **Task** | **Assigned To** | **Due Date** |
| *1* | Edit AS-IS and To-Be documents | Yu Xuan | 4th August 2017 |
| *2* | Edit Functionality Table | Yu Xuan | 4th August 2017 |
| *3* | Deploy Application Server | Sheryl | 4th August 2017 |
| *4* | Get Product Images Date from Ming | Yu Xuan | ASAP |
| *5* | Change Management Policy | Yu Xuan | 11th August 2017 |
| *6* | Acceptance Slides (First Draft) | Yu Xuan | 16th August 2017 |

The meeting was adjourned at 9.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Sheryl

Vetted and edited by,

Yu Xuan