Supervisor Meeting Minutes 4

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| **Date:** | 08/08/17 (Friday) |
| **Time:** | 6.00pm |
| **Venue:** | Prof Xiong Jie Office |
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| **Attendees:** | Yi Xuan, Yu Xuan, Sheryl, Jeremy, Clarissa, Hui Yan |
| **Agenda:** | 1. Tips from Supervisor 2. Team Progress Update 3. Clarifications on Mid Terms 4. Questions for Supervisor 5. Subsequent Meetings |

**1. Tips from Supervisor**

Prof Xiong Jie emphasised the importance of team cohesion and solving of problems amicably internally. Yu Xuan mentioned that the team is working well together. Prof raised the possibility of us being questioned on why our client wants to bring their business to Singapore. Yu Xuan answered that the brand hires designers from London and aims to target the more affluent people in Singapore as our currency is strong.

**2. Team Progress Update**

Yu Xuan raised concerned on the current issues with the sponsor as product catalogue and pricing list required to populate the ecommerce site is being delayed and will affect our x factor. Prof Xiong Jie suggest that if our project is delayed due to reasons we cannot control, it is understandable. However, we will need to show that we have put in effort to get the required items and mentioned if the size of the catalogue is really large (e.g. 7000 products). In addition, in the meantime we should use mock data that is as close as the real data as possible so that once we get the data, we can populate the site immediately.

Prof Xiong Jie asked if there is anything that we are lagging behind. Yu Xuan mentioned that client is travelling most of the time and we just got to meet him last week to clarify on some business rules. As a result of the meeting, there was a need to change the existing webservices and the team is working on it in this sprint. Yu Xuan mentioned that we may push some of the dashboard items to the next sprint.

Yu Xuan showed Prof Xiong Jie our dashboard prototype. Prof ask how are we going to track when the status of each order changes and Yu Xuan does clarified that there will be a button for the business users to press next and client agreed on that.

Yu Xuan also mentioned that we are doing analytics next sprint and we may scale down to google analytics

**3. Clarifications on Mid-Terms**

The team mentioned to Prof that our current X-factor is 10 transactions. Prof Xiong Jie believes that the x-factor is too ambitious and we can scale down to 3 transactions by finals. He also mentioned that the x factor is not very crucial in the midterms and it is more important in the finals to see if we achieved. Do not have to mention it in midterms.

The team mentioned that we are confident of achieving at least 10 transactions before finals. Prof clarified that achieving 5 or 6 out of 10 is also good but definitely not 0 as it shows that we did not plan well. We should also push the sponsor to use our application.

**4. Questions for Supervisor**

The team asked Professor’s suggestion on what we can do for the analytics dashboard now that we decide to scale down to Google Analytics. Prof Xiong Jie question on what is the purpose of the analytics dashboard and mentioned that we need to ask the sponsor what matters most to him.

Some suggestions:

1. Find the product that gives you most profit.
2. Star product.
3. What is the most important information?
4. Ranking of the products.
5. How many sold out in last week, month or years?
6. Which product get clicked most?
7. How many customers used coupon?

We can also use mock data for analytics and show the reviewers that this is how the client can benefit from the dashboard 3 months after implementation. If you have 20 transactions, use real data. If don’t have, then you use mock data

Prof also asked if we implemented any search function and Yu Xuan briefly described the simple search that we have done. Prof suggested increasing the range to search also product description or even explore Natural Language Processing.

Yu Xuan also notified Prof Xiong Jie that our midterm time slot have not been approved and Prof directed us to contact Prof Ben Gan and Fiona.

**5. Subsequent Meetings**

There will be no meeting next week. Meeting 2 weeks later can be on Monday or Tuesday any timeslot between 10am to 6pm. 7pm is possible as well if the timeslot does not fit. The next two meetings will be an hour long and the meeting before midterms will be for rehearsal. Prof wants to go through the details and do a rehearsal with discussion and feedback. Prof will also share with us what reviewers look for or not and how to make our presentation better.

The meeting was adjourned at 6.30pm. 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