Supervisor Meeting Minutes 9

|  |  |
| --- | --- |
| **Date:** | 15/11/17 (Wednesday) |
| **Time:** | 9.30am |
| **Venue:** | Prof Xiong Jie Office |
|  |  |
| **Attendees:** | Sheryl, Hui Yan |
| **Absentee** | Yu Xuan, Yi Xuan, Jeremy, Clarissa |
| **Agenda:** | 1. Project Status Update 2. Rehearsal 3. UAT 4 4. Final Presentation |

1. **Project Status Update**

Hui Yan updated Prof Xiong Jie on three areas which are Google Analytics, VR and Mahout.

Prof Xiong Jie suggested to mention the following points when presenting on **Google Analytics and Mahout**:

1. Mention graphs which is not part of google analytics

2. Graphs which the team has alter the parameter to get a specific graph.

3. State what are the figures presenting and how it value add to the sponsor. If the value is high, what does it mean. If the value is low, what should the sponsor do.

Prof Xiong Jie suggested to mention the following points when presenting **VR**:

1. Mention the team create the models using Google Sketchup

2. For interactive VR, provide instructions on how to use the VR. Can be a slide in the final presentation or a short video

3. Changes needed – change white cursor to a bright colour like red.

1. **Rehearsal**

The team will be setting a date and timing for rehearsal with Prof Xiong Jie either on Monday and Tuesday. Need to send slides to Xiong Jie at least 2 hours before the rehearsal.

1. **UAT 4**

Sheryl updated Prof Xiong Jie on UAT 4 which will be happening on 15th November 2017. UAT 4 will be conducted in small groups as we do not have enough VR gear to conduct a large group UAT.

1. **Final Presentation**

Suggestion for slides and demo:

1. Not compulsory to play video pitch during presentation but most of the groups will be showing.

2. A short video or a slide on how to use the VR.

3. Presentation should be done by multiple people but there should be one key speaker.

4. For demo, list down all the functions on a slide but select a few basic features to demo. You can mention to the audience that if they want to see any function which is on demonstrated, you can demonstrate it for them.

5. Can mention about future development with VR but do not mention too much as the judges will feel that the group did very little VR development work.

The meeting was adjourned at 10am. 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,

Hui Yan