Supervisor Meeting Minutes 10

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| **Date:** | 20/11/17 (Monday) |
| **Time:** | 4.30pm |
| **Venue:** | Prof Xiong Jie Office |
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| **Attendees:** | Yu Xuan, Yi Xuan, Jeremy, Clarissa, Sheryl, Hui Yan |
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| **Agenda:** | 1. Final Presentation Rehearsal |

1. **Final Presentation Rehearsal**

Prof Xiong Jie requested for the rehearsal to be brief so that he will not need to listen to the same content twice. Prof Xiong Jie provided the following feedback:

**Content Page**

* Highlander App = demo? Did not get the point before Yu Xuan explained
* “DEMO” is missing
* Can verbally mention that this part includes demo

**Mid Terms**

* Contents similar to midterms just go through briefly and mentioned it has been covered in midterms

**Other Teams**

* Slide to show how the project has been handover to the client
* Photos to show how the team trained the employees to use

**Benefits of Solution**

* Do you have numbers for reduced time for order process?

**Demo**

* Have a printout of the things you are going to demo
* Specifically mention what you are doing to demo so that people are clear and can follow
* People may start to question if the application is slow (need to fix)
* Need to prepare localhost version in case deployed version crashed
* Use Samsung gear for VR demo, Xiaomi a bit hard to press
* If people thinks it is hard to use, explain that it’s a worthy try since we are the first
* Can have a printout for analytics information (Suggested by Sheryl)
* Google Analytics need to add symbols like % or $ to the tabular table
* Promo Code: people may ask you to generate a promo code and apply it on the spot

**Technologies**

* Quite similar to most of the teams, so emphasis on technologies that are different like VR
* Architecture is not necessary

**Technical Complexity**

* Examples of technical complexity
  + Cannot find anything online, need to start from scratch
  + Targeted group cannot use existing solution
  + Coding optimisation
  + Propose their own algorithm/Make use of an algorithm
* 4 technical complexity may be too many, but can go ahead
* 2nd technical complexity is too long, need to be brief
* Don’t need to go into the details, just mentioned what is challenging
* Rationale for 1, 5, 10 is important, explain.
* VR: don’t need details like creating array etc.. Just tell them how many lines of codes

**Project Status**

* Make the numbers bigger

**DePiCT**

* Don’t need the table of details, replace to D, E, P, I, C, T and what it stands for
* Risk: don’t show small stud, people are only interested in real risk

**X Factor**

* Number of days saved change to percentage (e.g. 100% time savings)
* 167 active views in the past 30 days is not impressive

Plan for a 40 mins presentation only, not 1 hour because reviewers may interrupt and leave some time for QnA and time for sponsor to speak.

The meeting was adjourned at 5.00pm. 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