

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	5th Supervisor Meeting
DATE:	16 th February 2017
TIME:	10.30am-11.30am
VENUE:	Prof Steven's Office
ATTENDEES:	Prof Steven, Teh Kaixin (KX), Sean Kwok (SK), Chien Shuyan (SY), Nabilah Banu (NAB), Nicole Goh (NIC)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Agenda: <ul style="list-style-type: none"> Update Prof on Progress 	KX	INFO
2.	Reporting system <ul style="list-style-type: none"> Dashboard: Should display in one screen and have additional button to go into detail if needed Reports - KPI: generate a pdf file, or a button to store the entire page A button to generate all reports into one - select the date then generate all reports and export. Email editor: can use libraries and don't have to build from scratch to make it more professional. Customer profile can display a summary on when is the date time that email sent, when client responded (phone / email) Bootstrap: team should consider fetching data from their system and make it a live database. Screenings → Email process need to refine and make it easy to send, reduce number of steps needed. Account management: can be improve to show more information of the users <p>Get client to register the account for AWS by the end of the project.</p>	Prof	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p>X-Factor Need to justify, how does our screenings-email function work. Why this strategy work?</p> <p>Count the number of people returning. What is the effort we are doing to help client to get these clients back?</p> <ul style="list-style-type: none"> • Before using system, what is the rate of these returning clients - 30%? • After using the system, what is the rate? Can justify this as the value of our system • Email: consider providing bonus or incentives or promotions to get more user response. Have to discuss marketing strategy with client. 		
3	<p>Technical Complexity</p> <ul style="list-style-type: none"> • UI - unique/ unusual, cannot be regular stuffs that everyone is using it. • Email function can be technical complexity 	Prof	Team
4.	Next supervisor meeting will be after midterms. Kaixin to email prof midterms slides for review.	Prof	KX

The meeting was adjourned at 11:30am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 16 February 2017