MINUTES OF MEETING

1.   MEETING INFORMATION

SUBJECT:	2nd Supervisor Meeting
DATE:	2 December 2016
TIME:	10am-10.45am
VENUE:	Prof Steven's Office
ATTENDEES:	Prof Steven, Teh Kaixin (KX), Sean Kwok (SK), Chien Shuyan (SY)
ABSENT WITH APOLOGIES:	Nabilah Banu, Nicole Goh

2.   MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Meeting information: Is there a way to connect to the current system? Is this kind of analysis good to do real time basis monthly or weekly? Screenings - search function Better way is to have a search function with a few filtering Might have too many steps for user Bootstrap - should use incremental because the if user uploads data consisting of 10 years data then will take a long time Separate the information into two types - Static: basic information, sometimes change but most of the time doesn't (address) - Dynamic: the rest of the information Dashboard – KPI analysis should be more in depth	Prof	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Some questions that can be answered: - What are the key answers you want to answer? - Are there any indicator by looking at the data, you can tell immediately? Such as 5-star rating on visa team from customers.		
2.	X factor - clients barely use the system except once a month and only heads are using. So cannot have the number of users. Consider user usage / interactions through logs. Need to show evidences through log that the company are using it to benefit them. Show concrete evident that the insights turn to action. Such as increase in number of visas etc.?	Prof	Team
3.	Update wiki and inform prof Schedule a biweekly meeting with prof. Early communication with sponsor is better to prevent new requirements coming up. Better to ask client for more data for analytics.	Prof	KX
4.	Next supervisor meeting will be in January. Kaixin to email prof and confirm timing.	Prof Steven	KX

The meeting was adjourned at 10:45am. 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: 2 December 2016