

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	4th Supervisor Meeting
DATE:	19 th January 2017
TIME:	10.30am-11am
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.	<p>Agenda:</p> <ul style="list-style-type: none"> Update Prof on Progress New function proposed by client <p>Client's newly added function: To have a point system. Each staff will get 1 point for contact information collected from clients. Max 3 points. Each client has an index. Phone Email Address each is 1 point.</p>	KX	INFO
2.	<p><u>Dashboard</u> Prof suggested to do it in the same iteration as the reporting function. Prof suggested to show the previous month information so that dashboard will not be overloaded. Dashboard should show concise data. Prof felt that information in dashboard are limited.</p> <p>Data set regarding new staff</p> <ul style="list-style-type: none"> Prof is concern that creating a new account for the staff will cause the system to crash because the existing dataset do not have the new user He was concerned about our system being unable to capture the new records by this 'new staff' 	Prof	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Speak to client to get more requirements to do interesting function as current functions are summary and report. Team should do something more advanced/ interesting, so we can differentiate ourselves from other teams.		
3	X-factor <ul style="list-style-type: none"> • Split clients into 50% -50% • Send them random emails regarding screenings • Use our solution to send emails • AB testing • See which one receives more • Try to increase the number as 15 out of 1000+ clients as Xfactor is too conservative and it is only 1% of the clients 	Prof	Team
4.	<u>Proposed Functions to present during Mid-term</u> Dashboard Reports Export function (Reports) Screenings Email notification (related to screenings) Text Editor function (Draft Email) Account Management (9 staffs + Sponsor + Director)	Prof	Team
5.	Next supervisor meeting will be 2 weeks later (Thursday 1030am). Kaixin to email prof and confirm timing.	Prof Steven	KX

The meeting was adjourned at 11:00am. 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: 19 January 2017