Minutes of Meeting

# Meeting Information

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| SUBJECT: | 5th Supervisor Meeting |
| Date: | 16th 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: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
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| **1.** | Agenda:   * Update Prof on Progress | KX | INFO |
| **2.** | Reporting system   * 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   Get client to register the account for AWS by the end of the project.  X-Factor  Need to justify, how does our screenings-email function work. Why this strategy work?  Count the number of people returning.  What is the effort we are doing to help client to get these clients back?   * 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. | Prof | Team |
| **3** | Technical Complexity   * 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