**Date: 2 August 2018**

**Present: Ben Gan, Wx, Jacky, Josh, Jia’an**

**Status Updates:**

1. Prof Ben Gan informed us Supervisor Thivya is available. She’s back now and has been meeting 4-5 teams already. To set up meeting with her. Re. metrics, task and bug metrics are sufficient for acceptance, supervisor will advise you further
2. Wiki
   1. Make the tempest pic smaller so don’t need to scroll so much
   2. Ben had some hesitations about the usefulness/value add of a live chat. He thinks whatsapp/telegram/calling is sufficient, no need live chat
   3. Ben mentioned Google Analytics is a low-hanging fruit
3. Ben doesn’t want us to merely be a content-builder
4. Print out process diagrams for acceptance, so it’s easier to view
5. Mid-Term X-factor
   1. $500 worth of sales from e-store
   2. X number of items for e-store
   3. X number of member accounts created, or like 90% of their customer base signed up already
6. OK for acceptance, but X-factor and functions not super to get A+ (no wow factor). If you’re happy with just passing, it is ok. So he gave examples of how to improve
   1. Complexity: Eg. scheduling can be drag-and-drop interface. But don’t do complexity just for complexity sake, must have sponsor value
   2. Sponsor value: Refer to X-factor (c), or even new customers signing up