

# Supervisor Meeting

<b>Meeting Minute Number</b>	04
<b>Date</b>	12/09/2014
<b>Time</b>	12:57 – 13:30
<b>Venue</b>	SMU SIS Level 5 [Prof Gan's Office]
<b>Attendees</b>	Ken, Pei Qin, Thandar, Sithu, Kawi
<b>Absentees</b>	-
<b>Agenda Topics:</b>	<ol style="list-style-type: none"> <li>1. Update supervisor on the changes in our schedule</li> <li>2. Present demo to our supervisor</li> <li>3. Schedule next meeting with our supervisor</li> </ol>

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Update supervisor on the changes in our schedule</u></p> <p>After conducting field analysis with our sponsor, there are a few additional features being added in to our schedule.</p> <ol style="list-style-type: none"> <li>1. Duplicate Form - Registration forms can be reused in different programs</li> <li>2. The email used to sign in will also be changed if participants update their email address over at their profile.</li> <li>3. Reuse the file</li> <li>4. Create Admin and Teacher Account</li> </ol> <p>*Have told our sponsor we would try our best. However, there is no promise that we will deliver the functions stated in our additional features.</p> <p><b><u>Feedback from our Supervisor</u></b></p> <p>Work with our sponsor to take out some of the functions in later iterations. Replace it with those that they state are of a higher priority.</p>		

2.	<p><u>Present demo to our supervisor</u></p> <p>Showcase the features on Iteration 4:</p> <ul style="list-style-type: none"><li>- Accept Application</li><li>- Reject Application</li><li>- Withdraw from Program [Not completely done]</li><li>- Track Application Progress</li><li>- Access authorization to program related confidential information</li></ul> <p>Confidential Data</p> <ul style="list-style-type: none"><li>- Can't view the file after uploading the pdf document.</li></ul> <p><b><u>Supervisor's Recommendations</u></b></p> <p><b>Create Registration Form</b></p> <p>Under the field called Required Documents, why is it display as a text? Also, why didn't we make it standardize?</p> <p><i>Our response:</i></p> <p>The reason why we choose to make it in a text field is because each document is separated by a new line. We just need this information to track the number of documents required.</p> <p>Additionally, different programs will require different document. Thus, we can't standardize it.</p> <p><b>Terms &amp; Conditions Form</b></p> <p>We can display the agreement in different tabs based on the different languages.</p> <p>Participant can only click on agree or disagree button after scrolling through the agreement. However, it makes more sense to scroll either agreement that is written in Chinese or English language but not both.</p>		

	<p><b><u>Other Considerations from Our Supervisor:</u></b></p> <p><b>Feedback Page</b> This page allows the participants to comment. Or we can make it like a FAQ page.</p>		
3.	<p><b><u>Schedule next meeting with our supervisor</u></b></p> <p>Date: 19 September 2014 (Friday) Time: TBC</p>		

**Summary of task list**

<b>S/N</b>	<b>Task Name</b>	<b>Person Responsible</b>	<b>Deadline</b>
1.	To conduct integration	Kawi, Sithu, Ken	<i>By next meeting, TBC</i>
2.	To test the system after the end of iteration	Pei Qin, Thandar	

Prepared by:

***Chua Pei Qin***

Observers:

***Thandar, Kawi***