**JPT Client Meeting Minutes**

**Meeting 8**

Date: 15th March 2010, Monday

Time: 2.30pm to 4.00pm

Venue: HPL House

Attendees: Melissa Phua, Jonathan Wong, Vivian Choo, Stanley Ng, Lin Xuan Kuang, Lau San San, Gloria Yeo, Low Yi Yang.

**Agenda of meeting:**

1. Updates on E-Learning
2. Contingency Plans
3. Installation of server software
4. Updates on Manpower Management System
5. AOB

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| **Minutes** | | **Action By** | **Due Date** |
| 1 | **Updates on E-Learning**   * Yiyang updates Melissa that the main progress is the main navigation and the database for E-Learning is still in the works. * The main map is now changed to the 2010 map. * Yiyang also showed Melissa a glimpse of the final test. * The map also has a zoom in feature. * Melissa enquires if there is a click to view summary after the story board in module 2 * Yiyang answers in the positive and said that more pictures will be added. * San san updates that module 3 is done except for the mini quiz interactive portions which need more time. * Gloria enquires about module 2 beginning part about the corporate tickets section which seems to overlap with module 3 * Melissa says that she will revert by the end of the day. * Gloria reminds Melissa to send module 4 and 5. |  |  |
| 2 | **Contingency plans**   * Gloria answers the questions from Melissa previous email on contingency plans.  1. If application is down, database up – intern will try to solve. 2. If application is up, database is down – OneNet will provide mirroring of database to ensure duplication of database. 3. If all are up but the function does not work, Jonathan can either do a print screen of the search results page and send to ST or if the server is overloaded, someone will have to call OneNet and ask them to restart the server. 4. If the results are not sent to ST, if the web service if down, export an excel file and send to ST to get them to upload it into their system. 5. In case of hardware failure, OneNet is to handle. 6. For E-learning, if the test results are not shown or recorded, the users have to do the test again.   -Jonathan later mentioned if it is possible for a function to be added to admin page that allows secondary registration manually, bypassing the E-learning.  -Stanley says that it is ok and status will be stated as bypassed instead of pass  -Jonathan agrees  - Xuankuang agrees that it is possible.   1. For real time sending of data, receipt will be sent. |  |  |
| 3 | **Installation of Server Software**   * Gloria suggests asking Mark to send somebody down to install the server software and double check the configuration and fine tune the software so that it runs optimally. * Yiyang says that Linux is the industry standard for server operating systems. * Yiyang mentioned that Shawn recommended Alex to install the software. * Yiyang also detailed out the various servers required - MySql, Apache Tomcat and SMTP server * Melissa will call Mark later on to check. |  |  |
| 4 | **Updates on Manpower Management System**   * Stanley updates that teachers’ function is completed and is moving on to admin functionalities. * Gloria reminds them to send the WDA form format, the signature format for the forms to be generated. * Jonathan asks when the system can go live. * Melissa says that it should be 5th April. * Jonathan says that it needs to be up a week before the deployment so that the system can be tested. * Gloria reminds them that the software has to be installed first. |  |  |
| 5 | **AOB**   1. Internship information    1. Gloria enquires about the progress of approval of the internship job scope.    2. Melissa says probably later in the week as Sarah has just arrived in Singapore. 2. Next Wednesday meeting    1. Melissa says that the Wednesday meeting has been cancelled as Micheal has gone overseas. 3. Next meeting    1. It has been decided that the next meeting would be next week as Jonathan would like to see the MMS working 4. Gloria asks for advice regarding reminding ST about the web service they promised by 19th March which is approaching.    1. Jonathan and Melissa suggest sending a reminder email before 19th March just in case.   Next team meeting will be held on the 29-Mar-10, Monday, 2.30pm, HPL House. |  |  |

The meeting was adjourned at 4.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Vivian Choo

Vetted and edited by,

Gloria Yeo