

Date:	20/09/2017 (Wednesday)
Time:	1.00pm - 2.10pm
Venue:	Prof Office Level 5
Attendees:	Team PlusMinus: Low Wen Jun (Belynda) Rafid Aziz Tan Ming Kwang Gwee Wei Ling Mario Yeremia Ngawing Eugene Tan Wei Hong Supervisor: Paul Griffin
Agenda:	<ul style="list-style-type: none"> - Progress Update - Burndown Chart

	To-Do	Assignment	Due Date
1	Add X factor evidences and mobile responsive images in Mid Terms PPT	Belynda	30 September 2017

	Things Discussed	Conclusion
1	Burndown: Found the right way to display the hours, to be changed.	Need to change all the previous sprints to show the right visualisation.
2	AI Technical Diagram: Prof went through the AI Diagram and commented on the necessarily changes.	To upload into Wiki after finalising the AI technical Diagram
3	X factor: Real users - the users who will be using the portal when it goes live. But not real in a sense that the portal is live at the moment Real Course would be better. Put X factor and the completion evidences on Mid Terms Slides	

4	View Subordinates report: Should fall under reports tab and not configurations	To check with Client on where they want this task to be.
5	Adding in real user: <u>Prof Suggestions:</u> Can use excel/csv to automatically upload the users.	Can look for solutions for this suggestion.
6	Ask Leary: <u>Prof Suggestion:</u> Hardcode a initialisation message in Leary Chat.	Ming Kwang: There needs to have a connection point between the bot and user. Thus, impossible to have the bot initiate message first. Can look at other solutions for this suggestion.
7	Progress Update: <u>Ming Kwang:</u> Done: Progress Reports waiting to be integrated. Reports can allow supervisor to view specific courses and quizzes that that one user completed. Completed but not hosted. <u>Eugene:</u> Done: SSL Cert for the portal. Bot Framework will not accept untrusted self-signed SSL Cert. Free CA - LetsEncrypt. Create a free CA that everyone can use. <u>Wei Ling:</u> Done: Working on progress report tab. Client requested to do Useful Information tab, so been working on UI for this. Not integrated yet. <u>Prof Suggestion:</u> <i>Do usability testing whereby you give someone a scenario and see if they can work their way through it. Look out for their issues face and make adjustments to it. Or can even do A/B testing to see which one is better. Show stuff that you learnt from previous classes is a big bonus!! Can use screen recording to see what the users click to get through their scenario.</i> <u>Mario:</u> Done: Left with 3 more pages of validations	

	<p>to do.</p> <p><u>Rafid:</u> Performing Testing: Looked for online tools and free version allow 50 Simultaneous testers using the system. Will proceed with this tool to test performance.</p> <p><u>Wen Jun:</u> Burndown chart, mentioned in previous rows.</p>	
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The meeting was adjourned at 2.10pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz