**Date**: Tuesday, 28/4/2017

**Attendees**: Quek Yew Kit, Rayney Khoo, Jonathan Tan, Teo Wei Shen

**Absentees**: Wilson He

**Time**: 4:00 pm – 6:00 pm

**Venue**: Library Project room 2-5

**Agenda:**

1. Business requirements of CLO labs project
2. Project timeline

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| --- | --- | --- | --- |
| **No.** | **Task** | **Follow Up** | **Due Date** |
| **1** | **Discussed how to implement drag and drop functionality**   1. For CMS users, they can drag and drop articles into a formal curriculum “which can be edited” 2. They can also input quizzes, input their own text. 3. Buttons within the CMS platform to actually add “video links “ etc. | NA | NA |
| **2** | **Web-scrapping of articles**   1. For CMS users, when they input an article link, they should be able to retrieve various information about an article 2. Author, date, short description etc. | NA | NA |
| **3** | **Project timeline**   * Create draft project timeline based on the functional requirements and sponsors’ suggestions on milestones | Quek Yew Kit | 10/5/2017 |

The meeting was adjourned at 04:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jonathan Tan

Vetted by,

Quek Yew Kit