

Date:	05/05/2017 (Friday)
Time:	6.30pm - 10.00pm
Venue:	SIS GSR 3-1
Attendees:	Al Rafid Bin Abdul Aziz Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling
Agenda:	<ul style="list-style-type: none"> - Go through minutes + updated functional requirements to ensure everyone understands the current requirements - Go through updated timeline - Explore Sharepoint alternatives (if needed) - Finalize software + technologies to download and use - Our group's X Factor - Discuss whether to use storyboard - Use Case Diagram

	To-Do	Assignment	Due Date
1	<p>Ask Edy/Cheryl about:</p> <ul style="list-style-type: none"> - What was the reason for needing our solution - to build storyboard - The creation of courses outside of the TNF - Whether there should be a page to be able to create, view and delete courses - Are there cases where staff can leave early for courses? (Actually system can care. Lol, my internship system allow, shh.) - Which user is allowed to edit attendance list? - If there are changes to attendance, must the TNF form be re-submitted? - Should we set limit by number of courses or by cumulative amount or both and whether 	Everyone	To ask Edy and Cheryl in the next meeting

	<p>need timeframe</p> <ul style="list-style-type: none"> - Course content link to created course or WHAT?? - Having another backend system for the approval process? - Link between TNF course and e-Learn course - What about scholarship? - Using sharepoint vs code ourselves - Is there a supervisor for each group and who is the supervisor? - What if invoice doesn't contain all the names of course attendees? - Award hours means click to award or type the no. of hours? (answered) - Need to inform the attendee reasons why his/her hours is not awarded? - Generating analytics based on time frame instead of specific course names? - TEF email reminder to be sent repeatedly or just once? - Training Calendar: HR can modify upcoming courses and view all courses? 		
2	Do up an even more detailed timeline	Belynda	19 May 2017
3	Use Case Diagram	Mario	19 May 2017
4	Team logo	Wei Ling	19 May 2017

	Things Discussed	Conclusion
1	Go through minutes + updated functional requirements to ensure everyone understands the current requirements	Everyone who attended the meeting understands the current requirements. Questions to clarify with Edy and Cheryl have been brought up as well to ask in the next meeting with them.

2	Go through updated timeline	An even more detailed timeline needs to be done.
3	Explore Sharepoint alternatives (if needed)	Team has decided to ask Edy and Cheryl if it's possible to code out the logic for everything by ourselves instead of using Sharepoint.
4	Finalize software + technologies to download and use	<ul style="list-style-type: none"> - Sharepoint Online - Sharepoint Designer - Microsoft Visual Studio Pro 2017 - Microsoft SQL Server Express
5	Discuss Use Case Diagram	<p><u>Users:</u></p> <p>Basic staff HOD HR Executives</p> <p><u>Functions:</u></p> <p>Apply course Apply & Create course in TNF Create Course (TBC) Approve/Reject course View course Generate reports Delete course Generate certificates Set training budget CRUD User Accounts View Attendance List Edit Attendance List Award Hours (HR) Set course limit</p>

The meeting was adjourned at 10.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Al Rafid Bin Abdul Aziz

Vetted and edited by,
Low Wen Jun