

Date:	18/05/2017 (Thursday)
Time:	7.30pm - 9.30pm
Venue:	SMU SIS GSR 3-1
Attendees:	<p>Team PlusMinus: Al Rafid Bin Abdul Aziz Eugene Tan Wei Hong Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling</p> <p>THKH: Edy Chandra</p>
Agenda:	<p>Clarification of Functionalities and questions raised in previous internal meeting (#3 Internal Meeting)</p> <p>List of Questions to discuss:</p> <ul style="list-style-type: none"> - 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? - 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 need timeframe - 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? - 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?

	To-Do	Assignment	Due Date
1	Have role based access rights to do up permissions to view each items.	Everyone	
2	User Metrics for roles		
3	Arrange meeting with supervisor and edy and the team to discuss about the portal design.		
4	Database		

	Things Discussed	Conclusion/To-Do
1	The creation of courses outside of the TNF	<p>The client previously asked for an open text textbox to key in course for internal TNF. However, this brings up a lot of potential problems to the system. Thus, the group suggested to have a create course function before allowing the staffs to apply the TNF form. The idea solution would be having the staff to create a course before passing on to HR to approve for the course.</p> <p>However, this needs to be brought up to the HR director and wait for further approval.</p> <p>Current alternatives on hand:</p> <ol style="list-style-type: none"> 1. Route to HR to approve 2. Route to HR and Supervisor to approve 3. Auto complete
2	Whether there should be a page to be able to create, view and delete courses	<p>Related to point #1. Subject to HR director's decision to the adoption of course creation.</p> <p>Should have a content admin role for this if this is approved. This content admin role is a chosen person from each department. This person will be the only person who can create course. Whenever a staff wants to create a course, he will have to go thru this content admin to create.</p> <p>→ At the side of creation of course, there should be a display of existing course with same tags so it can suggest staffs to take up.</p>
3	Are there cases where staff can leave	Attendance will be awarded based on the attendance list given by the trainer. We will not be able to control

	early for courses?	<p>staff's movement, but as long as physical attendance list have, system should be the same.</p> <p>Attendance list must be editable and it must be able to capture the number of hours.</p> <p>System should auto fill the number of hours in the system attendance list. If one particular staff only attends part of the course, then HR will edit accordingly.</p> <p>If there are missing participants, HR will be able to edit and remove them from the attendance list.</p>
4	Which user is allowed to edit attendance list?	<p>- HR</p> <p>System should be able to cater to extend the role to edit attendance list for future expansion. Thus, we should look at the view of roles. Issue roles to staffs so you can dynamically control their view and ability in the system.</p> <p>For instance, Edy can be content admin (catalogue creation, admin (tnf), guess e learning (view only).</p>
5	If there are changes to attendance, must the TNF form be re-submitted?	No.
6	Who can grant the role?	Have a Super User role who can grant.
7	Should we set limit by number of courses or by cumulative amount or both and whether need timeframe	<p>Put the configuration in the system the maximum of applied courses, changeable by superuser.</p> <p>Should set limit by both number and cost within a timeframe [FY]. OR function. Should have option for NIL to bypass.</p> <p>Should be standardised with all of the staffs in AMKH.</p>
8	Course content link to created course or WHAT??	<p>Point #1.</p> <p>Go by validation to allow content altering such as uploading of materials.</p> <p>Material checkbox should be at course creation page by the catalog admin role personnel.</p>
9	Having another backend system for the approval process?	Should be different pages to apply and approval. It will be all under 1 single portal.
10	What about scholarship?	Still on. No approval process. Go straight to printing

		<p>for approval from CEO. Outcome of scholarship must be captured in the system by giving the scholarship to HR to key into the system (manually).</p> <p>→ List of pending for approval should be color coded. Forms should be filterable for HR to view on preference.</p> <p>→ All TNF must be printable for CEO to sign</p>
11	Using sharepoint vs code ourselves	Decided to try on self-coding. If doesn't work out then fall back onto sharepoint. Must be flexible enough
11b	Budget to be configurable by HR	-
12	Is there a supervisor for each group and who is the supervisor?	Go to content admin.
13	What if invoice doesn't contain all the names of course attendees?	<p>AMKH staffs will always have attendance list. To bbe confirmed.</p> <p>External Course- outside trainer comes to AMK. External Vendor - outside location.</p>
14	Award hours means click to award or type the no. of hours?	Covered in Point #3.
15	Need to inform the attendee reasons why his/her hours is not awarded?	Follow up from catalog admin needs to manage this . For now don't need this. This is more for public add on feature. For internal AMK, don't need.
16	Generating analytics based on time frame instead of specific course names?	With course creation then ok.
17	TEF email reminder to be sent repeatedly or just once?	HR will have to manually trigger start this process of sending email. And also automated time to send email is a Good to have feature.
18	Training Calendar: HR can modify upcoming courses and view all courses?	Should do it by Role instead of purely HR.
19	<p>Home page should have:</p> <ul style="list-style-type: none"> - My courses - Completed courses 	System should be able to know what are the core modules that needs to be taken by staffs.
20	<p>Possible Roles:</p> <ul style="list-style-type: none"> - Course creation - Enforcement of course completion 	<p>Each roles must be configurable by superuser.</p> <p>Access rights > roles > user User > roles > predefined.</p>

	<ul style="list-style-type: none"> - Catalog admin - Content creator 				
		Role	Workflow	Route	Route flow
		Course Creation	create	Approval	Supervisor >HOD >HR>CEO

The meeting was adjourned at 9.30pm. 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