

**Meeting Minutes**

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| **Meeting Type**  | Team |
| **Meeting Number** | 09 |
| **Date & Time** | 14th October 2015  |
| **Venue**  | SOE GSR 2-7 |
| **Facilitator** | Chor Yi |
| **Secretary**  | Chung Kit  |
| **Attendees** | Jeon Je Min Loh Chung Kit Poon Chor Yi Tan Kia Yong  |

**AGENDA**

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| **No.** | **Agenda**  |
| 1 | Proposal Review based on Prof’s comments  |
| 2 | Updates on Iteration 2  |

**MINUTES**

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| **No.** | **Agenda**  | **Discussion** |
| 1 | Proposal Review based on Prof’s comments  |  FeedbackThe scope does not state the questionnaires (are they fixed. Do your system send out the survey and collect the data?)* Need to clarify that team will not be developing Starteur Test. Team is developing application that will enable educators to administer Starteur test to students and collate results of test reports from students
* In addition, for midterms, team is going to obtain a “copy” of database from Starteur to show individual and batch test reports.

Report does not state the filter or search, zoom in/out visualisation. * Team does not intend to do zoom in/zoom out as the report is able to be exported in PDF form which will be more useful than allowing educators to zoom in/out
* Team is intending to allow educators to filter students based on results and to sort students based on results as well.

Are they charts? What is report? Not clear.* Dashboard will be made of charts but that is not decided on yet as client is still deciding.
* Report will show Starteur Test Results from individual students. In addition, Batch Report will show entire results of a batch.

Notification is email/ sms? Need more details.* Notification will be email. Program is catered towards educators who will use their laptops more often. In addition, reports cannot be viewed on mobile as it is too small.

Super admin is not clear.* Super admin will be renamed to Client Administrator as it is for Rusydi to have an overview of all educator accounts and to be able to generate global report of all users.

 Usability is quality attribute.* Usability will be taken out.

Team needs to commit to IS480 (spend x hours per week)* Team plans to commit 12hrs/member per week.

What is Starteur for Educators? How is it related?* Starteur for Educators is a platform for educators to administer the Starteur Test to their students and for these educators to easily gain access to their students’ test results and for them to have an overview of their students’ results

Have you know how to use Ruby on rails?* Kia Yong from team knows how to use Ruby on Rails. Team has been learning since project was confirmed.

Starteur Logo: * Chor Yi has redesigned Starteur-Ed Logo
* Chung Kit to be PM and assist Chor Yi with documentation

Chor Yi will collate the changes to be made and email Prof Gan the finalized proposal.  |
| 2 | Updates on Iteration 2  | Manage batch took longer than expected as there was a need to visualize how the batch management would look like and if there is a need to purchase access codes before creating a batch. In addition, team needs to look at how to let educator know if there is in sufficient access codes purchase and to purchase more access codes for use. But other than that, team is on schedule.  |

**ACTION ITEMS**

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| **Task** | **Due Date**  | **In-charge** |
| Send Prof Gan final draft of proposal  | 18th October  | Chor Yi  |
| Coding for Iteration 2 | 18th October  | Chung Kit, Kia Yong, JJ  |