

Date	26 August 2015
Time	1930
Venue	SIS Subway
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min 4) Matthew Yee 5) Mr Marc Sim (Sponsor)
Agenda	1) Understanding requirements 2) Aims of the whole project 3) Updating the sponsor on our progress and obtain feedback

## Understanding Requirements

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1. The clients of Sterling Training Hub will most probably come from three sectors: Engineering, Manufacturing and Construction.
2. There are two course types: Productivity and Manufacturing (catered to the white-collar workers), Workplace Safety and Health (catered to the blue-collar workers).
3. There are no "Failures" just "Not completed"
4. For blue-collar workers, their company signs them up for the courses majority of the time, as they are mostly unaware of the benefits of further training.
5. Blue-collared workers do have smartphones however; they tend to browse only social media sites and nothing else.
6. The student portal will be created for those signing up for the classes under "Productivity and Manufacturing" but optional for those signing up for "Workplace Safety and Health" classes. Customers can indicate their option in the sign-up form.
7. For the payment systems, the client requests that we only use Visa, Mastercard and NETS as our third-party payment gateway. We also must make sure transactions are secure on our portal.
8. Class will be conducted at around the following time slots:
  - a. Full Day course (including weekends): 9am – 5 pm
  - b. Part-time course: 6/6.30 pm - 9/9/30 pm
9. Request for notifications via text messaging or WA instead of email
10. When planning for the default timetable, the facilities will be "blocked out" and trainers can only teach one lesson at any point in time. There should not be a trainer teaching two lessons at the same time.
11. After hitting the minimum number of pupils, booking of the facilities will be confirmed and the confirmation email for the start commencement of the class will be sent.

## Aims of the project

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The Sterling Training Hub Student Management System aims to:

1. Reduce the number of employees needed for to manage the school
2. Manage data for different framework requirements eg Learning Service Provider (LSP), WDA
3. Leaves a visible and traceable audit trail
4. Highly customized, specifically for a training center

5. Streamline and simplify processes
6. Introduce automation and thus efficiency to the current process

## Feedback on current progress

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The feedback for our current progress is as follows:

1. Sign-up form:
  - a. Under the category “Highest qualifications”, for “Workplace Safety and Health” classes, the dropdown list should include WPLN and WSQ.
  - b. The customer should also be able to upload their documents eg visa, employment pass
2. The brand name on the nav bar should either be STERLING in caps and font Times New Roman, otherwise, the training Hub’s logo.
3. The font size can be larger.

The meeting was adjourned at 9.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

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Vetted and Edited by:

Stella Wong Hui Min and Nguyen Nhat Minh

