

TEAM ELEMENT
INTERNAL MEETING 21 MINUTES, 03 MARCH 2016

Date	03 March 2016
Time	1300
Venue	SIS Level 4
Attendees	<ul style="list-style-type: none">• Cassandra Thai Jia Ying• Stella Wong Hui Min• Nguyen Nhat Minh
Agenda	<ol style="list-style-type: none">1) Allocation of work2) Brainstorming for X-factor

Allocation of work

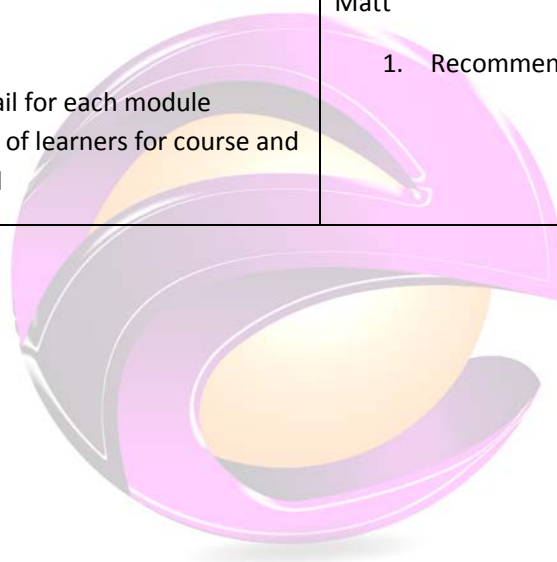
Cass <ol style="list-style-type: none">1. Feedback results (BE)2. LSP forms (FE for X-factor)	Stella <ol style="list-style-type: none">1. Trainer Portal (Fixing bugs)2. Student Portal (FE)
Minh <ol style="list-style-type: none">1. Analytics (BE)<ol style="list-style-type: none">a. Pass-fail for each moduleb. Profile of learners for course and overall	Matt <ol style="list-style-type: none">1. Recommendation Module (BE)

Legend

FE – Front end

BE – Back End

DB – Database



The meeting was adjourned at 1545. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Nguyen Nhat Minh

Vetted and Edited by:

Cassandra Thai