

Date	18 December 2015
Time	1235
Venue	Lifelong Learning Institute
Attendees	1) Cassandra Thai Jia Ying 2) Mr Marc Sim (Sponsor)
Agenda	1) Updating about Sterling 2) Functionalities to complete before operations begin 3) Follow up actions

Updates about Sterling

There are about 20 to 25 per class, with 3 classes starting in January.

More information about these classes (Assuming full-time classes, 9am to 5pm):

1. MWAH – 2.5 days
2. WAHW – 1 day
3. CSCPM – 4 days

Sterling agrees with the suggestion of utilizing online payment systems to facilitate the online payment system and to reduce the security hazards regarding online payments.

Analytics module should cover

- Recommendation module (as agreed previously)
- Take-up rate for each course
- Passing rates of each course
- Profile of learns for each course

The analytics and report modules are link such that the analytics will gather and evaluate the data while the report shows the summary and results of the data collected.

There should be an after course evaluation for each class where the following are being evaluated:

- Students: Trainers + facilities
- Trainers: Facilities

Functionalities to complete before operations begin

To complete the core functionalities and secondary functionalities which are:

1. Accounts module
2. Registration Module
3. Facility Module
4. Administrator's Module
5. Courses Module
6. Search Module

To be completed by the 8th of January (excluding buffer of 2 days)

Follow up Actions needed

The following actions need to be taken after the meeting:

1. To update the wiki page about the change in functionalities scope
2. Email Mr Sim the link to our wiki page
3. Draft a proposal that summarizes all the possible costs that the application will and can incur

The meeting was adjourned at 1.35pm. 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

