**Supervisor Meeting Minutes**

**Meeting 7**

Date: 10th Feb 2010, Wednesday

Time: 2.45pm to 3.30pm

Venue: SIS Level 5

Attendees: Vivian Choo, Stanley Ng, Lin Xuankuang, Lau San San, Gloria Yeo, Low Yi Yang.

**Agenda of meeting:**

1. Update on the progress of the project
2. Reviews from Kevin
3. AOB

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| **Minutes** | | **Action By** | **Due Date** |
| 1 | **Update on the progress of the project**  Team has updated Kevin on the following:   1. Yiyang displayed E-learning with modules linked to the quizzes 2. Yiyang suggested that we can click on the icons on the legend and the rest on the maps will light up and the car symbol on the top indicates the progress of the modules 3. Yiyang showed that Flash program can be linked to the database and alternatively, linked to PHP codes which can read and write into the database, justifying the post method 4. Xuankuang mentioned that we have decided to drop the Spring framework 5. Stanley added on that we are currently removing all the Spring framework implementations and that the system that we are building is solely for ITE students only. Contractors will have a separate portal to coordinate the information and we are going to use HTTP post and web services to communicate with their system. Thus, we have to confirm our framework in order to share the same specifications and framework with the other system 6. Yiyang clarified that contractors will use only the E-accreditation portal to log in and track the E-learning scores in the database 7. Stanley suggested that we should review our timeline again due to changes in requirements from SGP 8. Gloria added on that there are changes in certain fields in the registration after we had our meeting with ST Electronics as there have been major revamps in contents for E-learning 9. Xuankuang suggested that we could rearrange our manpower from E-learning to MMS as the contents of E-learning are not out yet 10. Gloria commented that we could constantly upkeep with the clients in order to get them to meet our datelines as well so to prevent any delays. Also, we can continue to move on in creating the templates even without the content available 11. Yiyang stated that we should be able to complete the E-learning modules by the dateline set as we have the templates in place already. We could also propose to get SGP to sign-off on the tasks that they are supposed to pass us by whichever dateline set 12. Vivian mentioned that we would be able to speed up the process of completion with the removal of frameworks but however, we have to cater to time taken in doing up the mid-term reflection and mid-term exams 13. Stanley commented that our MMS faced quite a number of problems but we are in the process of ironing the conflicts out and 6 weeks should be enough to get the MMS done 14. Gloria mentioned that there has been an inertia in dropping Spring and we can go faster without the framework |  |  |
| 2 | **Reviews from Kevin**   1. Kevin commented that we should include tool tips else the overview map will start to get confusing and complicated as users get attracted to something else on roll-over. However, it should remain interactive instead of static clicks. 2. Kevin commented that we need to be more consistent (E.g. Clicking of buttons) 3. Kevin reminded that 6½ weeks have past and we should aim to be almost done by the end of the course. Thus, we should be 40% or 45% done by now, however, our rate of progress has to increase in order to be 100% done by Week 15 4. Kevin suggested that we should rearrange our group to be more efficient 5. Kevin asked us to think about what we should do if SGP continues to be slow in giving us the documents that we need and that we should get them to commit in providing work for us else it will affect our schedule 6. Kevin suggested that we should constantly push and pressure SGP for the work to be done and when Module 1 is out, we should work on it already and by the time we are done, the next module should be ready by then 7. Kevin asked that if we cannot complete our project in time, will we include one more week or should we remove certain functionalities in order to make progress 8. Kevin advised that we should set short-term targets within the group and maybe we could change the way we are working in order to be more efficient, change the technology that we are using or even the working environment and productivity |  |  |
| 3 | **AOB**  The group to send Kevin updates on what we will submit to him.  The next meeting with Kevin has been scheduled on the 24th Feb 2010, Wednesday, 2.30pm at SIS Level 5. | All |  |

The meeting was adjourned at 3.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lau San San

Vetted and edited by,

Gloria Yeo