

Date:	14/07/2017 (Friday)
Time:	7.00pm - 9.30pm
Venue:	SOE GSR 2-12
Attendees:	Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Rafid Aziz Eugene Tan
Agenda:	<ul style="list-style-type: none"> - Update everyone about their progress - Discuss Timeline Update - Git commit style - TRF Validation Errors - AOB

	To-Do	Assignment	Due Date
1	Think about database structure for course Module Course Module at Sprint 5	Eugene	30 Jul 2017
2	Update Wiki with latest architecture diagram and insert new minutes. Update timeline to add in forum for courses (later sprints) Work on test cases for UT1.	Belynda	29 Jul 2017
3	Update the portal with new UI ideas by the team	Wei Ling	29 Jul 2017
4	Resolve refreshing bug	Mario	29 Jul 2017
5	Look into having the bot to answer questions with regards to the portal.	Ming Kwang	29 Jul 2017

	Things Discussed	Conclusion
1	<u>Progress Update from everyone</u> Project Management: <ul style="list-style-type: none"> - Do wiki - Communicated with clients about project enquiries 	Project Management: Look at point 2 for updates with exchange with client

	<p>QA:</p> <ul style="list-style-type: none"> - Tested the AI Bot - Fed the AI bot with new questions - If the bot categorise the questions under the wrong intent, then raise it to MK feed that query into the bot into the right intent. <p>Frontend:</p> <ul style="list-style-type: none"> - Configuration menu will only appear for HR level - Front end for editing/adding in new answers for existing intents - Fixed the prevent users from selecting course that was previously selected. Tested on local but not tested on Azzure. - TRF refresh issue is still unsolved. <p>Backend:</p> <ul style="list-style-type: none"> - Created a new bot for AMK - Trained the bot and added a few questions - Added Hero Card - Exploring other functionalities of the bot - Created 4 tables for chatbot - Updated the Architecture diagram 	<p>Frontend:</p> <ul style="list-style-type: none"> - Emma shouldn't be a page by its own. It should only be a popup - Change entity drop down list to "keywords" free text - Instead of having a drop down list for the configuration menu, have it link to a new page with big buttons to choose their functions - New configuration settings such as: <ul style="list-style-type: none"> - Feedback - Initialisation - Intent creation for portal view - Help enquiry to prompt users - Instead of HR only, allow this configuration menu to be accessible by MIS team. - Add a instructions page to teach staffs how to add questions to the bot. Have a direct link to LUIS Website <p>Backend:</p> <p><u>Hero card:</u></p> <ul style="list-style-type: none"> - When you ask for help, the AI Bot will throw you a list of questions that the user could possibly need <p><u>What's new about bot:</u></p> <p>Bot can now sustain a conversation only for feedback.</p> <p><u>Other functionalities we looking at:</u></p> <ul style="list-style-type: none"> - Have the bot to answer questions with
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		<p>regards to the portal. For instance, what is this particular course about etc</p> <p><u>Created 4 tables:</u></p> <ul style="list-style-type: none"> - 1st table - Intent <ul style="list-style-type: none"> - Allow for HR to choose an existing intent to edit/add the answers through front end - If new intents, then will have to do it backend - 2nd table - Answers <ul style="list-style-type: none"> - To store all possible answers for the questions - 3rd table - Feedback <ul style="list-style-type: none"> - Collects feedback generally - 4th table - initialization <ul style="list-style-type: none"> - Allow HR to customize the starting message of the bot <ul style="list-style-type: none"> - Can be: <ul style="list-style-type: none"> - Greeting - Help list - ETC
2	<p><u>Discuss Timeline Update</u></p> <p>Updates upon discussing with Client:</p> <ul style="list-style-type: none"> - No paid course. All free. It's open e-Learning concept, all is just sharing knowledge portal. All staffs can access to everything. So this portal is like knowledge sharing with quiz and materials. - Even that now that it is open course, we will still have to track who open what and clock the hours. (Transaction Record) - Clock hour is done by pre-assigning the hours in the course set up. <p>Course Module is brought forward to the upcoming sprint, Sprint 5.</p> <p>Course Module includes:</p> <ul style="list-style-type: none"> - Creating course function - Upload course materials 	<p>→ For example, wash hand course is pre-assigned with 2 hours. So if this fellow opened the course and completed the quiz with more than xx% (lets say 60%) correct, then pass this person and award him 2 hours</p> <p>Creating course function:</p> <ol style="list-style-type: none"> 1. Storing new courses into the database

	<p>function</p> <ul style="list-style-type: none"> - Download course materials function - Viewing course function - Search course function 	<ol style="list-style-type: none"> 2. Include fields such as, name, category etc 3. Take note of pre-requisite of courses 4. No need to account to cost for courses <p>Upload course materials function:</p> <ol style="list-style-type: none"> 1. Should cater to different such as pdf, docx, excel, ppt, image 2. If have time, venture into videos, or even viewing the files on the website itself <p>Download course materials function:</p> <ul style="list-style-type: none"> - Download all file types except for video <p>Viewing course function:</p> <ul style="list-style-type: none"> - Have somewhere in the portal that allows staff to view courses that are recommended by HR. <p>Search course function:</p> <ul style="list-style-type: none"> - Basic search - wildcard? - If have time, venture into more complicated search - autocomplete
3	<p><u>Git commit style</u></p> <ul style="list-style-type: none"> - Have a detailed explanation of what that commit is for and what changes has been made. - This is to ensure that everyone knows what that particular commit is about. 	
4	<p><u>TRF Validation Errors</u></p> <ul style="list-style-type: none"> - TRF refresh issue is still unsolved <ul style="list-style-type: none"> - When you submit a course application, the page will refresh instead of processing 	<p>Possible solution:</p> <ul style="list-style-type: none"> - Use breakpoint to find out where are the issues <p>**Have to clear this in this sprint.</p>
5	<p>Ming Kwang will be in ICT (Reservist) next week</p> <p>Ming Kwang has confirmed that editing/adding of new questions cannot be done in front end. Needs to be done in backend with coding.</p> <p>Eugene to upload the bot into AMK Server, and update the database in the</p>	

	<p>AZURE server</p> <p>Belynda to add into the sprint a forum-like (Like SMU's Elearn LION) for the courses for staffs to discuss about the courses</p>	
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The meeting was adjourned at 9.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz