



Client Meeting Minutes

Meeting Information

Date/Time:	2 Feb 2018, 15:53 – 16:00
Venue:	Phone call
Agenda:	1. Confirm problem statement with sponsor 2. Arrange UAT
Minutes by:	Cheryl Lee
Vetted by:	Cheau Nor Ailin

Meeting Attendance

S/N	Team Member	Role	
1	Cheryl LEE Sze Min	Project Manager	Present (took the call)
2	CHEAU Nor Ailin	Backend Developer	Present
3	Grace FOO Huan Ting	Frontend Developer	Present
4	LEE Pei Jia	iOS Developer	Present

Notes

S/N	Topic	Notes & Tasks
1	UAT	UAT scheduled to be on 13 Feb 2018, 5PM
2	Confirm problems faced with current app	<p>Data Privacy/Protection Act NP's data needs to be hosted on a 100% secure website, meaning on NP server Presence of Google Enterprise Account & Office 365 account but not secure enough as per Govt (MOE) requirement</p> <p>NP doesn't have a Google Enterprise Account No Office 365 account</p> <p>Cost: Other micro learning applications too expensive Gnowbe is \$500,000 per year Grovo cost = \$8,000 per year</p> <p>Political reasons: Current LMS (blackboard) is not extensible NP wants to create something for learning on the go Rise of micro learning and its effectiveness</p>
3	Peer Evaluation	<p>Not a priority but good to have If no time, don't do peer evaluation</p> <p>Agreed to keep completed portion of Peer Evaluation (Web app, front & back end)</p>

To-Do

S/N	Task	Assigned to
1	Sponsor to pass team satisfaction survey questions	Sponsor/PM to chase