

Date:	19/05/2017 (Friday)
Time:	7.30pm - 10.00pm
Venue:	SIS GSR 2-6
Attendees:	Al Rafid Bin Abdul Aziz Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling Eugene
Agenda:	<ul style="list-style-type: none"> - Discuss confirmed functionality list - List down questions to ask client - List down documents needed - Progress update - Code Sharing - Contingency Plan

	To-Do	Assignment	Due Date
1	Send Email to Client: <ul style="list-style-type: none"> - Functionality list - Questions to ask client - Documents needed 	Belynda	31 May 2017
2	Explore more on Sharepoint and Self coding for TNF, give an preferred option by due date	Ming Kwang and Eugene	4 June 2017
3	Revise database	Eugene	4 June 2017

	Things Discussed	Conclusion
1	Functionality List: <ol style="list-style-type: none"> 1. Difference between scholarship and bond 2. [CHERYL EMAIL] HR should streamline and revise the form template with the objective to improve and ease user's experience while filling up 	<ol style="list-style-type: none"> 1. To clarify with Cheryl. 2. This function is unattainable. Because database has fixed fields. Thus, by having customizable fields will mess up the database. Note: To reject this function. 3. Too troublesome to keep update the field in database. Calculating offhand is better but might be server heavy. Final Choice: Calculating offhand

	<p>relevant information for training nominations.</p> <ol style="list-style-type: none"> Do we have a field in the database for projected budget? Or we can just do a system calculation? <p>Functionality List can be accessed in another file - "AMK Functionality List 290517)</p> <p>Documents Needed:</p> <ol style="list-style-type: none"> Workflow criteria as mentioned in previous emails Certification Template Final TNF (after revision from related departments) TEF <p>Questions to send to Client:</p> <ol style="list-style-type: none"> What is the difference between scholarship and bond? Could there be a group TNF form for staffs from different departments? For instance, staffs from HR, MIS, FINANCE all apply in the same TNF form for a course. Is this possible? What if the applicant is the approve-er himself? How should the routing be? Will we skip this level of approval? And will we skip the previous levels? Will the routing of workflow be concurrent or consecutively? For instance, if the route is HOD > HR > CEO. Or will it send to all at the same time? What does this sentence means? "The students will be able to create an e-learning 	
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	<p>framework where learning contents can be easily loaded on and is user-friendly to navigate around.” - The group understanding is that elearn portal must be user friendly and easy to navigate around. Is this correct?</p> <ol style="list-style-type: none"> 6. Are there any existing email server that we can use to send email? 7. Do you have any existing sample certificates for us to refer to? If not, what do you expect to see on the certificate? 8. For the upcoming courses listed HR, must it be in calendar format? And these courses are created by course creators and HR will just highlight these courses to staffs thru the announcement tab? 9. What is required to be backlogged for auditing? 10. The group understanding of course application is only applicable to staffs who worked longer than 3 years. Would this 3 years be fixed? Or would it be customizable? 	
2	<p>Progress Update:</p> <p>Rafid - Mitigation Plans</p> <p>Eugene - Researched and explore Sharepoint, VM Server, Database</p> <p>Ming Kwang - Plan on Coding Logic of TNF.</p> <p>Wei Ling - Exploring bootstrap</p> <p>Belynda - Create Wiki, Update Timeline, Schedule tasks</p>	
3	<p>MK's projected code:</p> <p>3 main tables:</p>	

	<p>Workflow criteria - database will determine the number of cases and the ID of each workflow</p> <p>Workflow sub - control the amount for each routing case</p> <p>Workflow Approval - control the approval hierarchy</p>	
4	<p>Contingency Plan:</p> <ul style="list-style-type: none"> - If drop then take 3-2 with other project 	

The meeting was adjourned at 10.00pm. 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