TEAM ELEMENT
INTERNAL MEETING 18 MINUTES, 04 FEBRUARY 2016

Date	04 February 2016
Time	1230
Venue	SIS Level 4
Attendees	• Cassandra Thai Jia Ying • Stella Wong Hui Min • Nguyen Nhat Minh
Agenda	1) Allocation of work 2) Brainstorming for X-factor

Allocation of work

After the user test and the discussion with Prof Gan and Prof Xiong, the team has decided to redistribute some tasks accordingly:

Cass	Stella
1. Feedback (FE) 2. LSP forms (FE for X-factor) 3. Analytics (FE) 4. Student Portal (FE)	1. Trainer Portal (FE) 2. Analytics (FE) 3. Student Portal (FE)
Minh	**Matt**

1. Book facility when creating a class
2. Half-filled LSP Forms based on user inputs (BE for X-factor)
3. Class timetable
4. Analytics (BE)
    a. Pass-fail for each module
    b. Profile of learners for course and overall
	1. Recommendation Module (BE)
	2. Search Users (BE)
	3. Upload Grades/attendance (BE)
	4. Attendance DB
	5. Feedback DB

Legend

FE – Front end

BE – Back End

DB – Database

Brainstorming for X-factor

After much discussion, we came up with the idea of partially filling up three types of LSP forms (course, trainer and facility assessment forms) to save the administrator time and effort.

The meeting was adjourned at 1545. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

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Prepared by:

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