

**Meeting Minutes**

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| **Meeting Type**  | Client & Team |
| **Meeting Number** | 22 & 11 |
| **Date & Time** | 29 Jan 2015, 5.30pm |
| **Venue**  | SOE GSR 2-5 |
| **Secretary**  | Chor Yi |
| **Attendees** | Chor Yi Chung Kit Kia YongRusydi Je Min (JJ) – Absent due to family matters |

**AGENDA**

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| **No.** | **Agenda**  |
| 1 | New schedule  |
| 2 | Client administrative modules  |

**MINUTES**

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| **No.** | **Agenda**  | **Discussion** |
| 1 | New Schedule  | **Schedule till midterms:** * Client Administrator Module (Login/Logout, Dashboard, Generate Access Codes) + Discount & Promotion Module (Generate discount code, generate promotion code, apply discount code, apply promotion code) – Complete by 10th February 2016
* Edit individual test report function (after integration) to get correct API call & display individual test report as pdf – Check with Vu
* UAT 2 – 14 February 2016
* Individual Test Report has 6 pages.
* From 12th February to Midterms (17th February): Integration with Starteur, batch report visualization.
* For midterms: Starteur for Educators will be on production.

**Schedule after midterms:** * **22 Feb to 7th March:** Batch Report Function (Single Batch Report, Multiple Batch Report) & 3rd party payment integration + generate invoice: 22
* **10th March – 23 March:** Client Administrator (View payment history, generate global users report) & UAT 3 (Educators)
* **25th March – 1st April:** UAT 4 (Client Admin functions) & Edits from UAT 3
* **3rd April – 11th April:** Final edits & Integration with Starteur
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| 2 | Client Administrator module + Discount & Promotion module  | **Client Administrator Module** 1. Login/logout
* Similar to educator’s
* Dashboard upon logging in – Rusydi to work with Chor Yi to see what information he wants to see other than:
* View Payment & View Reports in navigation bar
* Generate codes: access code, promotion code & discount code on dashboard.
* Transfer ownership
* Information e.g. no. of new users joined since last month, no. of new batches created since last month (???) Rusydi to decide
1. Generate Access Code
* For situation where someone is interested in trying out Starteur. Rusydi can generate on the spot & be able to transfer ownership of the access code to an educator who has an account.

**Discount & Promotion Module**1. Generate Discount & Promotion Code:
* Generation done on client admin’s side
* Discount: % based of listed price
* Promotion: Give free access code mainly to 1 person and limited to a certain test. Consumption of code down on educator’s side while for access code generated by client admin, the consumption is done by client admin.
1. Apply Discount & Promotion Code
* Does not involve 3rd party payment integration yet.

**Access Code (Client admin), Discount & Promotion Code*** A page where client admin can select whether he is looking to generate an access code, discount code or promo code.
* For access & promo code: they will have a dropdown of the tests available, indicate quantity and button to submit. They can also choose to email the access/promo code to an educator.
* Then separate page to transfer ownership of access code, must be someone who has an account. List of access codes you have and who you want to send it to.
* Advice: for access code, client admin should not give more than 1 educator the same access code
* Currently no function to deactivate access code.
* Discount code is not limited to any test.

Email verification for educators upon account creation – out of current scope (good to have) – after midterms.  |
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**ACTION ITEMS**

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| **Task** | **Due Date**  | **In-charge** |
| Views for Client Admin Dashboard, Landing page design, final version of individual batch page, last page (credits, T&Cs) design of individual user test report | 3rd Feb | Rusydi & Chor Yi |
| Check with Vu for individual test report API & try to complete individual test report function  | 3rd Feb & 10th Feb  | Chung Kit |
| Logo for Starteur for Educators, colourful dashboard logos  | 5th Feb | Chor Yi  |
| Update wiki with schedule changes, metrics & change management log | 3rd Feb | Chor Yi  |
| Client admin, discount & promotion module functions  | By CNY | Kiayong  |