

**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 Yong  Rusydi  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 |
| 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 |