

TeamCP Internal Meeting Minutes 22



Date: 2 November 2018

Time: 15:30 PM

Venue: SIS Lvl 2

Attendees: Jasmine, Charmian, Clement, Vanessa, Yuqi

Absent: Chaw (overseas)

- 1) SPOT – Awards [Jasmine]
 - a) Change that award title inside the page.
Eg. Healthiest Awards
 - b) Navigation dropdown to : Awards

- 2) Notification – For feedback. Need some prompt What is submitted (New) [Jasmine]
 - a) Feedback at homepage (Create a new column)
 - b) Same (new) button showed when there's a new
 - c) If resolved, then update in database.

- 3) Admin – full access [Jasmine]
 - a) Department who is assigned for SWRC - 1 Account and 1 Role
 - b) All link to the SWRC Page and access function of SWRC ONLY.
 - c) All other navigations removed
 - d) Add user - Add 1 more role (IGAAdmin)

- 4) Survey [Clement]
 - a) Wants to have the option to set if they want it anon based.
 - b) Admin View Survey Builder
 - i) If survey is marked as anon, survey-results will not display email
(1) Database still store email
 - c) Export Survey - If anon, email will be anonymous
 - d) Add mandatory for Checkbox, Radio and dropdown list.
 - e) Admin view and employee header = If-Else
 - i) Text Box: limited is 225 character
 - ii) Text Area: unlimited

- 5) Image Slider [Charmian]
 - a) Change dimension: 1080 x 7

- 6) Add Download Template for Import of User List + Add important things to note at Import user [Yuqi]

- 7) Delete User to have double confirmation [Clement]

- 8) Archive [Yuqi]
 - a) Announcement: retrieveAll() -> set to 3 months
 - b) Events (Employee view - New events/ upcoming. Once event over they will not see)
 - c) Events (Admin View - All events. 3 months after event ended, removed)
 - i) Oldest event is 3 months ago.

Minutes Taken by: Charmian Teo, 5PM