

Date	21 January 2016
Time	1230
Venue	SIS Level 4
Attendees	<ul style="list-style-type: none">• Cassandra Thai Jia Ying• Stella Wong Hui Min• Nguyen Nhat Minh• Matthew Yee
Agenda	<ol style="list-style-type: none">1) Update on progress2) Allocation of work3) Set new meeting timing4) Rehearsal of pitch

Allocation of work

The team is allocated the following tasks:

Cass:

1. Edit form for create new course and class (BE)
2. Class list (FE & BE)
3. Update wiki
4. Design feedback forms (FE)

Minh

1. Upload/download of LSP Forms (BE)
2. LSP Forms (FE)
3. Testing documents

Stella

1. Design and code trainer module (FE)
2. Design and code certificates UI (FE)

Matt

1. CD Certificate (BE)
2. Read grades from excel spreadsheet (BE)

Legend

FE – Front end

BE – Back End

Integration

Class has to be integrated with facility and facility booking

Group registration has to be integrated with create Student account

TEAM ELEMENT
INTERNAL MEETING 16 MINUTES, 21 JANUARY 2016

Course has to be integrated with trainers list

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

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai

