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| Venue | SIS meeting Rm 4.5 |
| Time | 11.30am |
| Agenda | Demostrate HR Show UI design |
| Attendees | Celine Yong (Project manager)Kristen Lee (secretary)Chong MingMing (Quality Assurance)Yu Yichen (Database Manager) |
| Absentees  | Cheryl Loo (System Developer) |

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| Discussion Item | Assigned | Due |
| The chairperson called the meeting to order at 11.40am | - | - |
| * Client unable to open the project schedule, require another format (PDF)
 | Celine |  |
| * Training for StrataLogistic will be conducted at the end of deployment
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| * Inform client on the use of stored procedures
	+ Client curious on how would the stored procedure affect the retrieval and updating of data
	+ Yichen explained that the purpose of the stored procedures is to avoid third party from viewing the SQL statements
	+ HR module
		- Validation for NRIC (foreign worker id no.)
		- Client prefer date of birth format
		- Client suggest to do more testing as there is still errors in the program
* Client asked when will we start on other modules
	+ Customer, vehicle, supplier are conducted concurrently
* Explained to client reason for delay: delay due to team learning progress of stored procedures, css and vb
* Client expect to see completed HR module with UI integration
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| * Home page UI: generic page
	+ Left panel: assign frequently access functions (add order, generate invoice)
	+ Client question: can I determine that a non-finance staff a finance module
	+ Answer: system will show a pop up message “you cannot access this page”
	+ Authentication: want the system to know if user can access which table
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| * Standardize font type as logo
 | Celine |  |
| * Logical table: new table employee lorry
	+ Client asked why cant employee directly link to lorry
	+ Created a temporary table employee lorry where we will be able to know that which employee drives which lorry
	+ Naming convention use vehicle –(trucks,lorry,cars): new lookup table
	+ To generate report: client wants to show the job undertaken by a driver during a particular period. This is to prevent data loss or change at the end of the day
	+ Outsource date = delivery date
	+ Job order: all attributes/fields should be editable and job order customer type should not affect the master table customer
	+ costPurchasedorder: optional field
	+ Pass table: Input “No expiry date” for Passes which do not have expiry date
	+ certification
		- LG: belt or chain
		- LM: crane
		- Add another description for certificate type so that staff can know which belt/chain is used e.g. 3-ton or 5-ton
* Save file in database so that user can retrieve, search and print without much searching
* Salary: allow user input
	+ Too much variables
* Ensure that all basic tables are done before presentation of reports
* Able to save a copy of report in PDF
* DOB able to input null for day and month
 | Yichen  |  |
| There being no further issues, the chairperson adjourned the meeting at 12.45pm |  |  |

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| Next Meeting |
| Scheduled Date/Time | 22nd  Feb 2010 Monday / 11am |
| Agenda | Full HR module with UI integration |