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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 |  |  |
| * 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 |  |  |
| * 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 |  |  |
| * 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 |