Date:	30/08/2017 (Wednesday)
Time:	4.30pm - 7.00pm
Venue:	Amg Mo Kio Thye Kua Kwan Hospital HR Meeting Room
Attendees:	Team PlusMinus: Tan Wei Hong Eugene Low Wen Jun (Belynda) Gwee Wei Ling Tan Ming Kwang Mario Yeremia Rafid Aziz AMKTHKH: Edy Chandra (IT) Frank (HR) Sindy (HR)
Agenda:	- Progress update of the Learnhub - Demo of LearnHub - Questions - Issues - AOB

	To-Do	Assignment	Due Date
1	Email the list of changes to everyone	Belynda	1 August 2017

	Things Discussed	Conclusion/To-Do
1	**Progress update of the Learnhub**	Completed Course Module with most of validations Create Quiz and the marking of Quiz is completed - Have both raw score and the percentage, round up to 1 d.p. - Show quiz results in raw number, percentage - To write at the passing requirement both percentage and raw score
	Demo of LearnHub	Did a run through of the portal prior to the start of UT to introduce to AMKTHKH about the portal.
3	**Questions**	- What information should be at home page?

		- If got time: Automatically update the updates
		- For now: Manually update the updates
		- Only 'Highlights' left
		- What Portal Icon and Chatbot name would you like to use?
		  - New Chatbot **'Learny'**
		  - Logo = Hospital Logo
		- OJT/ Sharing Thru Experiences
		  - Remove OJT
		  - Remove sharing thru experience
		  - Add 'Useful Information'→ Articles/Total free text so people can share according
		  - Training calendar to upload and download an excel file
		- Are we still showing TRF?
		  - Remove
		- You mentioned in the feedback form that the "look and feel" of the portal could be refined. Can you please elaborate on what you mean and give us concrete examples for us to follow.
		  - Rephrase 'Module' to 'Courses'
		- If have multiple quizzes, then you will need to finish all quizzes before being able to obtain all learning hours?
		  - Only award hours after ALL quizzes are completed

4	**Issues**	- When you complete the quiz, the correct answer will also surface. However, this means that they can just copy for the next attempt.
		→ Alternative:
		  1. Show answer only when you pass
		  2. If fail then don't show the answers
		→ Edy's alternative - Configuration:
		  1. Have the option for the course creator to decide when to show answer.
		    a. Don't show correct answer at all
		    b. Show answer no matter what
		    c. Show the correct answer

		upon passing (at the last page)
		- We need a HTTPS secure connection to host the Emma Chatbot - Edy to find other solution with regards to this - For now, remain the chatbot on Azure.

5	**AOB**
	
	Quiz:
	● Jumble up the questions sequence
	● Jumble up the answer sequence
	● No button to go back
	● Have a free text then have a comment tied to each of the answers to explain why is it wrong/correct *(Leave this to the end, if we have time then do, no promises)*
	
	Restrict the number of attempts of quiz:
	- Allow configuration to set the limit number of tries?
	  - Unlimited tries
	  - 3 times
	  - Etc
	- This person will be controlled and managed by the course creator
	- Where is the trigger point?
	  - Based on the last fail of the exam, then the user will click a button to try to attempt, then they system will check and to decide to open the quiz or not
	
	In the module tab:
	● "Module name" change to "Title"
	● The rest of the name remains	

	- Type of learning (new) - Elearn - Classroom - Classroom will not need learning materials - Classroom will need venue field and Date time field - If there is a blended learning, AMKTHKH will be doing a manual check and not logic check - To review how will this affect timeline, to get back to client **Carousel** - Can you add a hyperlink to the image **Name on nav bar** - Link to account settings <mark>UT2:</mark> - End of Sprint 9 (18 - 22 Sept) - 2-3 weeks before Midterms - 1-2 week after completing Quiz Module (as buffer)		
6	**Summary** **(A)** Suggestions (listed in priority order): - Course type (elearn or classroom) - Number of attempts allowed for the quiz - THREE (3) options to display the quiz answers - Highlights page **(B)** The new navigation bar - Courses - Resources<ol type="a"> - Training Calendar<ol type="i"> - Just a simple file	Point 4 (Highlights) - Client is looking at automating the update of the highlights to be displayed on the main page. - This would depend on the timeline and smu team will log this as a change request and will attempt this only if we have extra time - For now, it will remain as an manual process of updating information	

	b. Useful Information
	    i. Static text
	    ii. Articles
	c. Useful Links
	    i. Static text
	    ii. S/N, Description, Hyperlink
	3. Reports
	4. Support
	    a. Account Setting
	    b. Contact Us
	       i. Name, department, number, email, remarks
	5. Configuration
	
	(C)
	Renaming of the portal
	Emma→ Learny
	Module → Courses
	Current Owl Logo → AMKTHKH Logo
	
	(D)
	UT 2 to take place in between 18-22 Sept	

The meeting was adjourned at 7.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun