

Date:	24/05/2017 (Wednesday)
Time:	7.00pm - 10.30pm
Venue:	SIS Meeting Room 5.1
Attendees:	<p>Team PlusMinus: (7pm to 10.30pm) Al Rafid Bin Abdul Aziz Eugene Tan Wei Hong Low Wen Jun (Belynda) Tan Ming Kwang Gwee Wei Ling</p> <p>Supervisor: (7pm to 8.30pm) Paul Griffin</p> <p>AMKTHK: (7.30pm to 8.30pm) Edy Cheryl Frank (HR Director)</p>
Agenda:	<ul style="list-style-type: none"> - Meet supervisor for the first time - Let supervisor know of the current problems about the project and seek for resolution - Discuss rescope of project with AMKTHK

	To-Do	Assignment	Due Date
1	Get programming resources from Prof Paul	Belynda	25/05/2017 (Thursday)
2	Get must have and good to have functions from HR	Belynda	-
3	<p>Gather new functionalities and decide on the final required specs from client</p> <p>To redo:</p> <ul style="list-style-type: none"> - Functionality specs - Use case - Project scope - Timeline - Main page wiki - Add meeting minutes - Project description - Personas - Update wireframe 	Everyone	01/06/2017 (Sunday)

	Things Discussed	Conclusion
1	Client is unable to confirm the workflow and requirements	Create a customizable workflow that's easily changeable. Anticipate changes from the client and schedule accordingly.
2	To schedule all our buffer days in the timeline or not?	Have buffer days and buffer sprints.
3	TNF Policies and Approval	Policies are still pending review which is why AMKTKH wants to focus on the portal which is independent of the policies
4	Which is the best option?	1st option: Use sharepoint online 2nd option: Build from scratch
5	Revised scope of the project	<p>Option 1: Pure eLearning Portal with advanced functionalities</p> <ul style="list-style-type: none"> - For public and also internal staff <ul style="list-style-type: none"> - For payment related matters, AMKTHK will update and confirm with us again - Public is a good to have option but have an open mind to implementing it if there's time - Have videos, forum, chat bot etc - Follow the example of AIA's academy portal - Can also follow example of coursera - News <ul style="list-style-type: none"> - Latest news - eLearning Updates - Training Updates - eReport <ul style="list-style-type: none"> - 2017, 2016, 2015, etc <ul style="list-style-type: none"> - Categories and statistics - Possible to build it in such a way that's compatible with any system? - Module / Courses <ul style="list-style-type: none"> - List - Compulsory - Product Knowledge - Product Licensing - Use adobe flash / presenter <ul style="list-style-type: none"> - Material could also be in

		<p>the form of videos</p> <ul style="list-style-type: none"> - Every course will have eLearning test - Resource <ul style="list-style-type: none"> - Could be articles and videos regarding soft skills - List - Sales Ideas - Support <ul style="list-style-type: none"> - Account Settings <ul style="list-style-type: none"> - Change passwords etc - Contact Us - Useful Links - Search - FAQ - Possibility to have discussion forum (good to have) - Must Have <ul style="list-style-type: none"> - Report generation and <u>auditing</u> - Course catalogue <p>Option 2: Customizable TNF + basic elearn</p> <ul style="list-style-type: none"> - If the review is finalized and done by July, then it would be too late. Thus, Prof Paul made a suggestion to make it a customizable workflow. - How confident is the team in implementing the customizable TNF? - ***Admin being able to change the form fields - Make the TNF workflow easy enough to be changeable by the admin
	Is it possible to integrate the system into the HR's system	Most likely by using a link.
	Handing over the system when finished	<ul style="list-style-type: none"> - Must have proper documentation - Deployment server to be able to hand over to the next team easily - Have user coaching session
	Acceptance criteria	<ul style="list-style-type: none"> - Gone live and is working - Certain no. of courses available and users - Must have scope must be sufficient - Value add to the organisation
	How the system will benefit AMKTHK	<p>Save a lot of manpower and training costs</p> <p>Save cost from buying off the shelves product</p>
	Scope options	<p>Internal portal + internal TNF</p> <p>OR</p>

		Internal + external portal with payment
	Staff strength	600
	Suggested scope options	<ol style="list-style-type: none"> 1. Do a limited customized TNF Workflow <ol style="list-style-type: none"> a. Can only customized up to a certain point 2. Drop TNF entirely, focus solely on eLearn portal <ol style="list-style-type: none"> a. Forum b. Interactive Video c. Chatbot (KIV - don't mention)

The meeting was adjourned at 10.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Al Rafid Bin Abdul Aziz

Vetted and edited by,
Low Wen Jun (Belynda)