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| Date: | 24/10/2017 (Tuesday) |
| Time: | 5.00pm - 6.00pm |
| Venue: | Prof Office Level 5 |
| Attendees: | Team PlusMinus: Low Wen Jun (Belynda) Rafid Aziz Tan Ming Kwang Gwee Wei Ling Mario Yeremia Ngawing Eugene Tan Wei Hong Supervisor: Paul Griffin |
| Agenda: | - Update of team's progress |

| | To-Do | Assignment | Due Date |
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| | Things Discussed | Conclusion |
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| 1 | Update of team's progress <ul style="list-style-type: none"> - At sprint 12 - analytics function - Next sprint is handover <ul style="list-style-type: none"> - Projected at 15 November - Subjected to the client's schedule - Document the known bugs in the sign off template <ul style="list-style-type: none"> - Bugs that are not that critical and we have no time to clear - Main ones need to be fixed - Poster <ul style="list-style-type: none"> - Ok, ready to be submitted after showing client and | |

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| | <p>obtaining their approval</p> <ul style="list-style-type: none"> - Video <ul style="list-style-type: none"> - Entertaining - Don't need to be formal - Show the functions of the portal - Look at past people's video for inspirations - Can consider using a skit - Change requests found raised in Mid terms presentations to be inside of change management in wiki | |
| 2 | <p>How can we improve from mid terms?</p> <ul style="list-style-type: none"> - Integrate the entire system together <ul style="list-style-type: none"> - courses , progress, AI Chatbot etc - Integrate together will make the portal a more powerful system - Put buttons/links to link the functions together - For example, when you finished a course, have a course summary pop up to bring the functions together - For example, when you sign in, then recommend courses to be completed at the homepage and have a click on a button to start the course - How to integrate? <ul style="list-style-type: none"> - For example, after creating a course, can have a button to prompt user to create an "useful information" to make the system seemingly more integrated. | |

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| | <ul style="list-style-type: none"> - How to make using the system easier. Making a flow - Increase automated testing to more than 50 <ul style="list-style-type: none"> - Have multiple machines using the automated testing function entering the system all at the same time - Consider unit testing? <ul style="list-style-type: none"> - More scalable and reliable - Can see how the memory is used - Increase usability testing <ul style="list-style-type: none"> - A/B testing for a particular path if client keeps complaining <ul style="list-style-type: none"> - Think of ways to improve it using A/B testing - Add “What can be done better/upgraded” into final presentation <ul style="list-style-type: none"> - We have done so much and there’s so much more to do - Analytics & AI chatbot can be looked into - Show loading performance etc to show the robustness of the portal - Address on AI Training <ul style="list-style-type: none"> - More about the intents, entities etc - Have statistics on how AI chatbot enlighten HR workload <ul style="list-style-type: none"> - Have the number of questions answered by staffs on a daily basis and how the chatbot have taken over - Quiz answers can add a tick and a cross to indicate correct answers in quiz attempts - Clarify on what the bot can answer - Possible to bring LUIS into learnhub? <ul style="list-style-type: none"> - Look into this but last the team looked into this, impossible | |
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| | <ul style="list-style-type: none"> - Changed the way UT is done, - Study Task instructions | |
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The meeting was adjourned at 6.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz