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| **Meeting**  |
| **Date:** | 20 Aug, 2010 |
| **Time:** | 7.00pm |
| **Venue:** | SOB GSR 3-26 |
| **Attendees:** | Szeto Jia Hui NicholasKang Kai XinGladys KhooDaniel Soh |
| **Absentees:****(with apologies)** | - |

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| **Agenda** |  |  |
| 1. **Administrative Matters**
2. **Overall function**
3. **Login Function**
4. **Music composition**
5. **Progress Tracking**
6. **Team Dynamics**
7. **Course Materials Download**
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| **Administrative** | **Dateline:** | **Action By:** |
| Meeting with supervisor1. Meet Prof. Feida on Wednesday @ 10ª.m
2. To discuss issues regarding the recent UAT session at Ingenio on Sep 18, 2010
3. Functionality updates;
	1. Music Composition
	2. E-mail notification upon material upload
	3. Progress report
4. Discuss on Mid-term powerpoint slide and organize a Mock Presentation similar to during Project Acceptance

Change of Project Manager1. Gladys to become next PM

Meeting with Client1. Tentatively on Wednesday 3.15 P.M to 5.15 P.M
2. Report on UAT session
	1. Improvements/changes to/on current functionalities

Liase with Ingenio staff1. Get sound files from them for all pages on child portal

Presentation Slides 1. Prepare slides to include the following:
	1. Introduction of project (for the benefit of the other FYP group and 2 other reviewers)
	2. Specific requirements of current functionalities
		1. Musical Composition
		2. Display Profile
		3. Course Materials Download
		4. Progress Report Tracking
	3. UAT results
 | Sep 22, 2010  | AllGladysAllKaixin |
| **Overall Functions** |  |  |
| 1. Major layout changes for every children page
	1. To include flash for both header and footer
	2. Our idea hopes to replicate how current kids websites like neopets and MapleStory design their website content
 | Sep 29, 2010 | Kaixin, Gladys |
| **Login Function** |  |  |
| 1. Will change the textual representations on the saxophone bridge from conventional ‘Do, Re, Mi...’ to ‘C, D, E..’.
	1. The purpose is to increase user-friendliness as some parents complained about inability to understand musical notations. We found a great way to use alphabets instead, as it both inculcates musical notations as well as makes it more user-friendly for the users to apprehend
 | Sep 29, 2010 | Kai Xin |
| **Music Composition** |  |  |
| 1. To increase the number of notes and integrate ‘Save function’ for users to download composition
2. To record and store music composition into Web server and display on Display Profile Page
 | Sep 29, 2010 | Kaixin Daniel |
| **Progress Tracking** |  |  |
|  1. Use crowns to display the fields for progress tracking
2. Start on back-end concept based on current proof-of-concept codes
3. Prepare to deploy onto web server
 | Sep 29, 2010 | Nicholas |
| **Team Dynamics** |  |  |
| Team is working in teams of twos currently. Gladys and Kaixin on Flash animations and logics, Daniel and Nicholas will work on the back-end and deployment issues.  | -  | All |
| **Course Materials Download** |  |  |
| 1. Change the layout of Course Material Page
	1. Include Sea Shells to improve visuals for children
2. Increase User-friendliness of Course Material Page
	1. Consider using AJAX Modal Popup for more interactivity with our user-group; children
	2. Consider using Flash to display semester’s week because children find the current dropdownlist boring and uninteractive
 | Sep 29, 2010 | KaixinDaniel |

The meeting was adjourned at 9.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days

***Prepared by,***

***Daniel Soh***

***Distributed to:***

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| **S/No.** | **Name** | **Appointment** |
| 1. | Nicholas Szeto  | Project Manager |
| 2. | Kang Kai Xin | Business Subject Expert |
| 3. | Daniel Soh | System Engineer |
| 4 | Gladys Khoo | Interface Designer |