**Supervisor Meeting Minutes**

**Meeting 5**

Date: 27th Jan 2010, Wednesday

Time: 2.00pm to 3.10pm

Venue: SIS Level 5

Attendees: Vivian Choo, Stanley Ng, Lin Xuankuang, Lau San San, Gloria Yeo, Low Yi Yang.

**Agenda of meeting:**

1. Update on the progress of the project
2. Reviews from Kevin
3. AOB

|  |  |  |
| --- | --- | --- |
| **Minutes** | **Action By** | **Due Date** |
| 1 | **Update on the progress of the project**Team has updated Kevin on the following:1. Stanley gave an update on the development of the manpower management module:
* Registration function that writes information into database, forget password (Without framework)
* Login (With framework)
* Email function (Tested but not shown)
1. Gloria gave an update on the progress of the e-Learning training module in Flash format:
* Motion tween
* Drag & drop
1. Yi Yang gave an update on the progress of the e-Learning training module in Flash format (Quiz):
* Overview of E-learning structure
* Sample MCQ quiz templates
1. Vivian gave an update on the overview of User’s E-learning process structure (slideshow) format:
* Process flowchart for the completion of modules
1. Vivian also brought up the issue of proposal endorsement, IP rights and awards:
* Proposal endorsement – For Kevin to approve and endorse, enquire about who to liaise with regarding the sourcing of interns for SGP
* IP rights – Whether the IP rights should be solely given to SGP without any costs
* Awards – Could awards be given to the group upon completion of project, what are the procedures that we have to go through to get this award approved by the school
1. Vivian gave an update on the project management as follows:
* Team is still on schedule and has to complete the stated deliverables in order to not be behind time
* Update on what could be delivered next week and meanwhile what can be done before SGP gives us more detailed information on the E-learning modules
1. Xuan Kuang and Stanley consulted about the feasibility of implementing Spring and Hibernate, if these frameworks are more efficient in terms of less processing time or not. If what was stated in the proposal were to have changes, is it ok.
 |  |  |
| 2 | **Reviews from Kevin**1. Kevin commented that we should add a “You are here” caption to Yi Yang’s proposed overview structure of the E-learning module
2. Kevin commented that we should research on how we can store and retrieve results of a E-learning quiz to and from the database
3. Kevin asked why we are using Hibernate framework and commented that the time taken to learn how to use the framework could be used on developing other parts of the project. This period of time for learning cannot be gained back. Our project is not one which is on a large scale or the least complicated, or one which requires us to look through large volume of data in the database. Thus, the use of Hibernate framework that allows easy mapping of Java classes to the database automatically, will not improve the performance of our system significantly, rather, it might even slow down the process.
4. Kevin commented that IP rights should be negotiated between SGP and us as the school is not involved in this. We could work out the amount to be paid and negotiate it with SGO. IP rights and the retention of manpower after the end of semester, is two separate issues.
5. Kevin commented that SMU logo should be removed from the retention of manpower proposal before he can give an endorsement
6. Kevin will get back to the group regarding IP rights and awards presentation after consulting Prof. Benjamin Gan
7. Kevin proposed that he could either go down to SGP with us to clarify on the proposal, else do an endorsement via email to SGP
8. Kevin recommend that we look for the Person-In-Charge for internships from OCS or the In-Charge for SIS internships
9. Requests an e-mail to be sent regarding the deliverables that will be shown on the next week’s supervisor meeting.
 |  |  |
| 3 | **AOB**The next meeting with Kevin has been scheduled on the 3rd Feb 2010, Wednesday, 2pm at SIS Level 5. | All | 27-Jan-10 |

The meeting was adjourned at 3.10pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lau San San

Vetted and edited by,

Vivian Choo