Date:	11/08/2017 (Friday)
Time:	7.30pm - 9.30pm
Venue:	SIS GSR 2-1
Attendees:	Low Wen Jun (Belynda) Mario Yeremia Ngawing Gwee Wei Ling Rafid Aziz Tan Ming Kwang Eugene Tan Wei Hong
Agenda:	- Update everyone about their progress - Review of UT - Upcoming Acceptance - AOB

	To-Do	Assignment	Due Date
1	Complete the Acceptance PPT	Belynda	13 Aug 2017
2	Resolve Errors	All developers	13 Aug 2017

	Things Discussed	Conclusion
1	Progress Update from everyone **Project Management:** - My portion is discussed in the 'UT Review portion' found below. - Acceptance slides still ongoing - Discussion on slides will be in below items. **QA:** - Updating the test cases and constantly testing the portal **Frontend:** **Gwee:**	

	- Included navigation sitemap into portal - Added a close function to emma Chat Bot - Fixed some of UT Issues **Mario:** - Did validations for Emma configuration for 'answers', 'intents', and 'help questions'. **Backend:** **MK**: - Fix some of UT issues **Eugene**: - Hosted portal into AMK and Azure - Fixed CSS and Upload download bugs - Resolved Emma answers page bugs	
2	<u>UT Review</u> *Numbers at a glance:* 1. Manual way posting enquires to HR scored 67% satisfaction rate 2. 70% satisfaction rate for the current portal 3. 75% ease of use for the portal *Issues logged by client:* Total Issues Count = 26 **Criticality Level:** 1-3 = 6 4-6 = 7 7-8 = 13 9-10 = 1 (Resolved by explaining to Frank)	Important comments to take note: **Frank**: *We need to refine the 'look & feel', choice of words used, as well as the branding for the Portal and AI BOT* **Joel**: *To include more of AMKTHK corporate colors* Most of the bugs are related to validation and incomplete functions. Assigned the bugs to the respective people to resolve. To be completed by this sprint. **You can view bugs here:** https://docs.google.com/a/smu.edu.sg/spreadsheets/d/1G2RSDvsjKmADyr5KHNCwcyEDhv61Dy0OKnqjgT6DfSE/edit?usp=sharing To email: Address their concerns, such as Frank's suggestion to the portal outlook. Address that the issues logged in Google spreadsheet are currently being looked at.	

3	Upcoming Acceptance 1. Introduction of team, problem and solution. (5 mins) 2. Present research, persona, scenario, process with Demo (15 mins) 3. Present architecture (existing and new), 3rd party components, component design, etc. (3 mins) 4. Project plan (3 mins) <- top 3 risks 5. X factor and learning outcome (4 mins)	To add in a testimonial page Add in LUIS as third party Add in Technologies used.
4	AOB:	

The meeting was adjourned at 10.30 pm. 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