

Date	19 August 2015
Time	1000
Venue	SIS GSR 2.7
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min
Agenda	1) Planning for Iteration 3 2) Scheduling of tasks

## Planning

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- Iteration 2 (add ons):
  1. Add in ERD done by Stella, to be completed by Friday 21/8/15, 2359
  2. Proposal to Sponsor 22/8/15, 2359
- Iteration 3: Course (admin) management 25/8 – 6/9 (Changes and Add-ons)
  1. CRUD Courses – 4 days 29/8 M&M
  2. Allocate trainer to timeslot – 4 days 2/9
  3. Release for signups – 2 days – 4/9
    - Link to create student/company account
  - (Add on)
    4. Move Documentation for “Proposal (2Pages) → Cassandra 4/9
    5. Class Diagram → Stella 4/9
    6. Webpage for admin/Student/Trainer → Calendar for timeslot 2/9
      - Student: Materials Content, Assignment Submission, Grades
    7. Integration 1 day (Calendar and courses)

Note: Testing 2 days and Buffer 3 days

- Iteration 4 (2 weeks)
  1. Upload Grades via excel (course material/assignment)
  2. Download (Course materials)
  3. Upload course material/assignment
  4. RU attendance (to update by admin/trainer)
  5. Compile results/feedback/attendance
    - Results:
      - Student: Assignment, %, Grades. Average, Min, Max
    - Feedback
      - Admin (overview)
      - Form submission (Student and Trainer)
    - Attendance
  6. Issuing of certification
  7. Complete Student account interfaces

Note: Integration 2 days, testing 2 days, Buffer 3 days

The duration will be planned on the next meeting as we have yet decided on Meteor or java.

TEAM ELEMENT  
INTERNAL MEETING 03 MINUTES, 19 AUGUST 2015

The meeting was adjourned at 11.30am. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai Jia Ying

