

Date	14 January 2015
Time	1400
Venue	SIS office 5018
Attendees	1) Cassandra Thai Jia Ying 2) Matthew Yee 3) Stella Wong Hui Min 4) Prof Xiong Jie
Agenda	1) Updates on the project 2) Advice on mid-terms 3) Advice on the trainer's module

## Updates on the project

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- Informed Prof about our meeting with Prof Gan and our decision to stick to Sterling as our sponsor
- Updated Prof and the new requirements our sponsor provided us with
  - o "Scheduling of classes" functionality is removed, as the training hub does not have semesters like a normal university term. They conduct classes based on popularity of the class. Prof told us that we must mention during mid-terms why the functionality is removed and how differently Sterling will be operating from SMU.
  - o Sterling does not have an IT department and they only have a part-timer maintaining their system, the LSP forms will be done via Microsoft Word instead of an online form as the administrators are familiar with Microsoft word and there is no need to retrieve information from these forms.
  - o As for our analytics module, the sponsor requested 3 main types of analytics. Prof asked us how will we be getting these information since Sterling is a startup and there is no data. We will be seeing which module is more profitable before planning which module will be scheduled.
- Our schedule is being modified to cater for the change in requirements as requested by our sponsor.

## Advice for mid-terms

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- Presentation has a higher weightage
- Each reviewer has 10 points each
- Prof Gan will be asking tough and difficult questions so be prepared for it
- Email our two assessors to ask them what they will be expecting from us during the mid-term presentation
- We will need to complete at least one user test before mid-terms.
- Although the sponsor does not need to be there for mid-terms, the sponsor maybe asked to give a review of the team.

## Advise on the trainer's module

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- Basic functionalities:
  - o A dropbox for students to upload and download information
  - o A system to broadcast email/sms to the class

TEAM ELEMENT  
SUPERVISOR MEETING 05 MINUTES, 14 January 2015

- Download student's uploaded stuff
- Secondary functionalities
  - Viewing/uploading of grades/attendance can be done manually

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai Jia Ying

