**JPT Client Meeting Minutes**

**Meeting 10**

Date: 05th April 2010, Monday

Time: 2.40pm to 3.30pm

Venue: HPL House

Attendees: Melissa Phua, Jonathan Wong, Vivian Choo, Stanley Ng, Lin Xuan Kuang, Lau San San, Gloria Yeo, Low Yi Yang.

**Agenda of meeting:**

1. Updates on E-Learning
2. Deployment of System on Server
3. Updates on Manpower Management System
4. AOB

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| **Minutes** | | **Action By** | **Due Date** |
| 1 | **Updates on E-Learning**   * Yiyang presents on the E-learning with new logo * Melissa to check for the F1 2010 logo usage on E-learning welcome page * Yiyang says that progress tracking is implemented, the NRIC, learning and quiz is only for debugging purposes, the updating of quiz results if 50% passed, to put in the icons by end of the week, to adjust Q2 view – overlapping on last screen, mini quizzes can be retried but the score will not be updated/overwritten * Yiyang says that main progress is on navigation and database validation * Melissa to proceed to module 2 upon clicking on the “Learn” button, there is blinking motion of the zones.   + For us to clarify and confirm if they want the zones to be blinking or not * Gloria is working on module 4 & 5 and San san is trying to solve the bugs for drag and drop in module 3 * Gloria and San San 🡪Questions for mod 4 & 5   + For us to check and make sure they send us the questions and clarifications   + For us to upload to the server by tomorrow or Wednesday to test * Melissa says that Sasha is unable to view the flash file on a Mac machine * Gloria replies that the only way is for her to install a flash player * E-Learning to be completed by Monday, 12th April |  |  |
| 2 | **Deployment on Server**   * Melissa says that the server has been prepared by Alex today and asks when the system can be deployed * Yiyang says that latest will be deployed by Wednesday as integration between E-learning and MMS is not done * Melissa asks if there is anything else required for the server. * Yiyang replies in the negative |  |  |
| 3 | **Updates on Manpower Management System**   * Stanley shows MMS with approved, standby and declined. To add in the fields from the spreadsheet given by Jonathan * Jonathan requires standby option as dropout rate (reserve, 2nd tier of people), standby people are declined until admin changes the status * Jonathan enquires if Employee ID number can be mass assigned * Stanley shows that search results can now be viewed 20 results a page or all results in a page * Stanley updates that photo validation has been completed * Jonathan says that there will be a manual validation before sending to ST * Stanley updates that the download of photos into a zip file is still in progress * Melissa wishes to add FAQ/help page * Gloria enquires about the WDA form and Attendance templates and fields * Melissa asks for a one liner before the students click the 2nd registration to inform them of the information required for the 2nd registration * Stanley agrees |  |  |
| 4 | **AOB**  Next team meeting will be held on the 12-Apr-10, Monday, 2.30pm, HPL House. |  |  |

The meeting was adjourned at 3.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Vivian Choo

Vetted and edited by,

Gloria Yeo