

Date:	30/10/2017 (Wednesday)
Time:	3.00pm - 5.00pm
Venue:	SIS GSR 2-5
Attendees:	Low Wen Jun (Belynda) Mario Yeremia Ngawing Gwee Wei Ling Rafid Aziz Tan Ming Kwang Eugene Tan Wei Hong
Agenda:	<ul style="list-style-type: none"> - Planning for Video making - Progress update

	To-Do	Assignment	Due Date
1	All to do their own parts for video	All	3 Nov 2017

	Things Discussed	Conclusion
1	<p><u>Sequence of video:</u></p> <p>John from HR</p> <ul style="list-style-type: none"> - Answer employee queries - Register for courses <ol style="list-style-type: none"> 1. State John's problems faced 2. State how LearnHub helped him <p>Functions to be showed:</p> <ul style="list-style-type: none"> - Course - Quiz - Bot - Learning Progress <p>Animaker:</p> <ul style="list-style-type: none"> - Problems - Solutions - Quote from client 	<p>1x Animaker → Gwee</p> <p>1x Voice over</p> <p>1x Script → REST</p> <p>1x Integration + Demo → MK</p> <p>Video, Integration, Demo by Thursday 2nd Nov</p> <p>Friday 1pm → voice over</p>

	<p>Final Cut</p> <ul style="list-style-type: none"> - Demo of the portal <p>Demo:</p> <ul style="list-style-type: none"> - Overview of the homepage - Search for courses (compulsory) - Course with sodium <ul style="list-style-type: none"> - Look at course info, download learning materials, attempt quiz - Ask learny <ul style="list-style-type: none"> - How to change my password 	
2	<p>Progress Update</p> <p>Belynda:</p> <ul style="list-style-type: none"> - Wiki - UAT Script - Handover sign off document - User Manual Document <p>Gwee:</p> <ul style="list-style-type: none"> - Developing the charts - Look into filtering of dashboard <p>Rafid:</p> <ul style="list-style-type: none"> - Developing test cases - AI user document <p>Mario</p> <ul style="list-style-type: none"> - Validations in rafid list and bug log 	15th November → Handover, user and technical documents

The meeting was adjourned at 5.00 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