

Date	11 March 2016
Time	1330
Venue	7Kickstart
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Mr Marc Sim (Sponsor)
Agenda	1) Updating about the LMS 2) Next User Test 3) Change in UI 4) Follow up actions needed

Updates about the LMS

1. Majority of the application is already completed, leaving our X-factors, analytics and the online payment gateways
2. The sponsor has yet to decide on the hosting, server and online payment platform.
3. Minh requires the sponsor to pass him an email to set up the account on digital ocean and amazon S3

Next User Test

The next user text is schedule to start at 25th of March. This user test will be a web experiment due to the difficulty in getting the target audiences (trainers and students) to attend a session together. Our sponsor will be engaging his previous classmates (who are trainers and students) to help in this user test.

Changes for the UI

- 1) For the log in page, the sponsor requested the sterling training hub name to look like this:

STERLING

TRAINING HUB

(font: Times New Roman, bold)

- 2) Change the term from “rating” to “scale” in feedback forms
- 3) When the students are to complete their evaluation, the feedback form should be sent as an external link via email.
- 4) Freeze the sidebar when scrolling
- 5) Feedback page when the student/trainer inputs their answer must contain course, duration of course and the trainer’s name.

Follow up Actions needed

The following actions need to be taken after the meeting:

1. Remind Mr Sim to pass us the email by next friday

TEAM ELEMENTS
SPONSOR MEETING 09 MINUTES, 11 March 2016

The meeting was adjourned at 6.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Nguyen Nhat Minh

Vetted and Edited by:

Cassandra Thai Jia Ying

