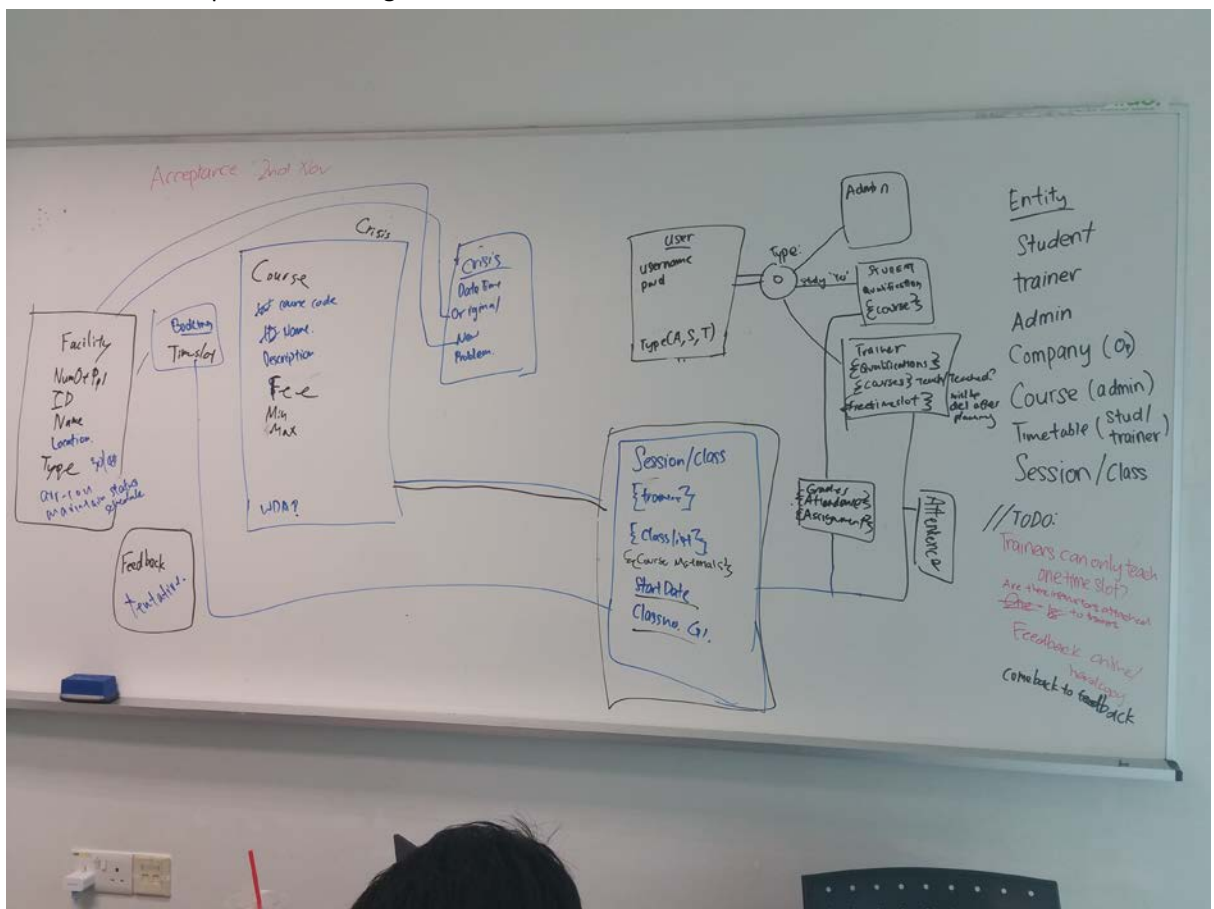


Date	14 August 2015
Time	1130
Venue	SIS GSR 3.2
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min 4) Matthew Yee
Agenda	1) Database Design Planning 2) Project Planning

Database Design

- Try Meteor and MongoDB until 22nd August
- Discuss DB -> See picture for design



- Question:
 - o How to store Feedback
 - o How to use Survey Monkey API
 - o How do trainers sign up? Do they email to HR directly or they can upload their information onto the page and the HR will contact them from there?
 - o What are the timings for the courses?
 - o Are there instructors for each class to assist the trainer?

Planning

- Iteration 1:
 1. Planning
 2. Designing
- Iteration 2: Account Module 15/8 – 22/8
 1. Design UI – 7 days
 2. Setup DB – 2 days - 17/8 M&M
 3. Create admin account and function then allocate admin accts – 1day M&M 18/8
 - Create a default head admin account
 4. Create Sign-up Page – C&S 17/8
 5. Create trainer account – M&M 21/8
 6. Create student/company account – M&M 21/8
 7. Send confirmation email – M&M 22/8
 - Automated
 8. Login/Logout – M&M - 22/8
- Iteration 3: Course (admin) mgt 25/8 – 4/9
 1. CRUD Courses – 4 days 29/8 M&M
 2. Allocate trainer to timeslot – 5 days 3/9
 3. Release for signups – 2 days – 5/9
 - Link to create student/company account

Meeting timings

Wednesday: 0930 – 1200

Thursday: 1200 – 1500

Saturday: 0900 - 1200

The meeting was adjourned at 4.15pm. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Minh

Vetted and Edited by:

Cassandra Thai