

Date:	11/09/2017 (Monday)
Time:	4.30pm - 5.40pm
Venue:	Prof Office Level 5
Attendees:	Team PlusMinus: Low Wen Jun (Belynda) Rafid Aziz Tan Ming Kwang Gwee Wei Ling Mario Yeremia Ngawing Eugene Tan Wei Hong Supervisor: Paul Griffin
Agenda:	- Demo of the portal

	To-Do	Assignment	Due Date
1	Think about: Upload the organisation chart (a front end interface) so you don't have to use DB to do the relationships.	All	17 Sept
2	Change Burndown Chart	Belynda	17 Sept

	Things Discussed	Conclusion
1	Courses: <ul style="list-style-type: none"> Course Category is customisable for the role course creator and superadmin. <ul style="list-style-type: none"> Can activate or deactivate the categories Have the details such as pre-requisite, learning hours awarded, testimonials, target audience, descriptions, learning materials, and quizzes. <ul style="list-style-type: none"> Don't have to be logged in to download materials but need to log in to do quizzes Create course 	Upload course materials: <ul style="list-style-type: none"> Need set limit for security issues Quiz (team suggestion): <ul style="list-style-type: none"> Can add a summary page to the questions that the course creator has added Quiz (prof's suggestions): <ul style="list-style-type: none"> To add the pass/fail at the list of quiz attempts instead of having the need to click in Team's Idea: OK.

	<ul style="list-style-type: none"> ○ There's 2 different course type classroom and e-learn. ○ Prerequisite <ul style="list-style-type: none"> ■ Only after you completed the prerequisite, then you can view the materials and quizzes for the course ● Course creator can add testimonial ● Upload course materials <ul style="list-style-type: none"> ○ No limits set to the file types uploaded ○ Specify what file types that cannot be uploaded ● Quiz <ul style="list-style-type: none"> ○ Can add a prerequisite quiz ○ Went through the configurations of the quiz, configuration such as the number of attempts, time limit, randomizer, display quiz answers, and the passing mark ○ What happens if you time out? <ul style="list-style-type: none"> ■ Will still record this attempt and whatever you have tried ○ When you max out your attempts <ul style="list-style-type: none"> ■ Then the quiz list will have a red label to warn ● Account settings <ul style="list-style-type: none"> ○ Only be able to change password ○ Password is currently hashed when stored in DB. ○ Email is not allowed. <ul style="list-style-type: none"> ■ As an employee from the organisation, should not be 	
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	<p>able to change it's own email</p> <ul style="list-style-type: none"> • User settings <ul style="list-style-type: none"> ○ Can configure everything 	
2	<p>AI BOT:</p> <ul style="list-style-type: none"> • Configurations settings <ul style="list-style-type: none"> ○ Initialisation message <ul style="list-style-type: none"> ■ To display to user once connection is established ○ Help questions <ul style="list-style-type: none"> ■ Help enquiry. ■ Have sample questions that will prompt to the users about what can they use with the portal ■ Also known as cards ○ Instructions <ul style="list-style-type: none"> ■ To teach people how to use the chatbot ○ Feedback <ul style="list-style-type: none"> ■ Can send feedback to the admins by using the chat bot ■ When feedback is completed, admin should receive an email with regards to the feedback given 	<p>Chatbot(Prof's Suggestion):</p> <ul style="list-style-type: none"> - If the bot cannot answer the question posed, then should have the bot to reply "please phrase in another way" instead of telling him next time
3	<p>View Progress Report:</p> <ul style="list-style-type: none"> - Supervisor can suggest their subordinates to take certain courses - View feedback: <ul style="list-style-type: none"> - Supervisor can give his subordinate's feedback 	<p>Prof Suggestion:</p> <p>Upload the organisation chart (a front end interface) so you don't have to use DB to do the relationships.</p> <p>Team suggestion:</p> <p>To add in another supervisor field, to indicate who is the staff's supervisor</p>
4	<p>Security (some instances):</p> <ul style="list-style-type: none"> - Removed button once the user should not have access 	

	<ul style="list-style-type: none"> - Prevent user from messing with the URL bar to force their way thru 	
5	<p>Project Management:</p> <p>Need to have:</p> <ul style="list-style-type: none"> - Chatbot technical diagram - Tell a story of what are the bugs, what happened etc - Better burndown diagram <p>Updated:</p> <ul style="list-style-type: none"> - Added evidences for change management - Updated technical diagram - Updated burndown diagram (but need to be edited again) 	

The meeting was adjourned at 5.40pm. 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