Date:	03/05/2017 (Wednesday)
Time:	10.00am - 12pm
Venue:	Meiban Innovation Centre
Attendees:	Team PlusMinus: Al Rafid Bin Abdul Aziz Low Wen Jun (Belynda) Mario Yeremia Ngawing Gwee Wei Ling THKH: Edy Chandra Cheryl Koh
Agenda:	- Update of current progress - Detailed run through of application's functionalities - Re-scoping of project

	To-Do	Assignment	Due Date
1	Update Timeline	Belynda	5 May 2017
2	Update Functionality List	Mario	5 May 2017
3	Wireframe	Wei Ling	12 May 2017
4	Use Case Diagram	Mario	12 May 2017
5	Exploration of sharepoint alternatives	All	12 May 2017

	Things Discussed	Conclusion/To-Do
1	Re-scoping of project.	Removed functionality of allowing members of public access to the portal.
2	Login of portal will be accessed by AD server by AMKH. Authorise the logger by AD first, if user does not have AD, use Application Access.	Connection to AD will be done at the last part.
3	Analytics of the user's movement in the portal will be tracked. For instance, number of active users, number of sign ups, average number of courses applied. Portal must be	Have a 'Generate Excel' function for HR and dashboard on portal can leave it as a tertiary functionality.

	able to generate a Excel file as required by HR dept. HR will develop necessary charts as they require. Dashboard on portal is good to have so generating analytics report in Excel format should take higher priority than displaying analytics on dashboard.	
4	Generation of reports is not only for CEO level but also for department heads to see a high level view.	Grant HODs the rights to generate and view reports.
5	Progress report for staffs to self-monitor their number of hours they clocked in for the training (both projected and actual hours cleared). This card also allows staffs to have a clear view of the core courses to be cleared before being able to register for elective courses. Pre-requisites.	Show both projected and actual hours cleared at menu bar for staffs to see. Staff should also be able to see the list of courses that are cleared and those that are yet to be cleared.

6	Number of views for the portal:
	   a. Normal staffs
	      i. Apply courses
	   b. HOD
	      i. Approval
	      ii. Apply courses
	   c. HR
	      i. Create course
	      ii. Pull data for Analytics
	      iii. Create accounts
	      iv. Upload upcoming courses
	   d. CEO
	      i. Approval
	      ii. Pull data for Analytics
	   e. MIS Staffs (Admin - Superuser)
	      i. To configure settings
		This shows the list of views that we need to prepare for the portal's approval workflow portion.

7	Allow modification on attendance list. Approved TNF is not modifiable, but attendance list should be modifiable to cater for such changes. Attendance list will be the one ultimately allocating the resource (awarding hours and deducting of budget). TNF is simply a form for approval. Attendance list should be able to edit the staffs attending. However, important to note that number of attendees is capped at the number mentioned on the TNF form. No additional staffs will be allowed to join the TNF form in the midst of routing. A new form needs to be submitted.	In conclusion, TNF is simply a form to submit for approval while the actual deduction will be done based on the attendance list returned by the instructor of the course. If it's internal, it's a simple attendance list, HR will just check and endorse on the portal. If the training is external, then HR is required to store the invoice number as proof of attendee's attendance.

	Projected budget will be based on TNF, and actual budget will be based on attendance list. This is the same for awarding staff's training hours. Scenario 1: Group training of 10 people approved, but 1 person dropout and 1 more person opt in. This is POSSIBLE. Scenario 2: Group training of 10 people approved, but 1 person dropout and 5 more people opt in. This is IMPOSSIBLE.	
8	Bonds should be able to be flagged out automatically. When staff exceeds the mark of $1000 training budget, staff is required to sign a bond with AMKH. System should be able to automatically flag out to the upper management BEFORE exceeding $1000. Scenario 1: User signs up for 5 different courses, each priced at $200. While applying for the 5th course, system will flag out that it will hit the $1000 cap. However, application will still go thru but the approval is up to upper management's discretion. HOD/HR will also notify the user about the bond requirement and user decide whether to take up the 5th course.	System should be able to detect the bond amount regardless of the number of training courses applied so long as the total sum exceeds the stated sum for bonding.
9	Currently there is no limit to the number of courses staff can apply for. However, in the future might impose limit on number of courses that users can go. This refers to within a certain time frame, staff can only apply a certain number of courses. System will need to be designed in a ways such that it can cater for this possible limitation.	No actions required.
10	There are some courses that allow staff to complete the module with only online materials. System should also be able to capture this training hours and award accordingly.	Online accessing of materials for staffs + capturing and awarding training hours.
11	Discussion on timeline: Stakeholders requested to have more UATs, preferably at least 4 (2 major and 2 minor).	There will be 2 major UAT and 2 minor UAT for the project.

	2 major UAT - test with edy, cheryl and users, stakeholders. Need to add in user training (train users on how to use our system), on the second major UAT when users are present at UAT. 2 minor UAT - test with edy, cheryl	
12	**Suggestion Function:** Suggestion for course name and ID when staff makes related search. For instance, when staff search for the word "wash", related courses with the word "Wash" should appear for auto filling. Course training selected by staffs could be from any public training vendors. Therefore, the course name should not be restrictive. All the above are to be implemented within the TNF.	Use of text box with suggestion function for the course name. Drop down list is not recommended as it is restrictive.

13	**AMKH Expectations:**
	HR- Cheryl expects to meet us on a fortnightly basis for progress update.
	
	Once we are assigned a supervisor, Edy and Cheryl wants to meet the team together with the supervisor.
	
	Meeting with training vendors - To get a understanding of what the training vendors would require and their challenges.
	
	Meeting with internal staff when approval workflow is up and running.
	
	e-Learning portal UAT should expand test bed to real staff who will be using the portal.
	
	Software Expected:
	   a. Sharepoint Online coupled with Sharepoint Designer for creating the approval workflow
	   b. Visual Studio version 2015 and above
	   c. Microsoft SQL Express set compatibility to 2012 version
		Meeting with Cheryl will tentatively be on fortnight Fridays after working hours for internship period. Subsequent meetings will be arranged at everyone's convenience.
		
		Meeting with vendors will tentatively be on August after internship ends.
		
		Meeting with internal staff for the approval workflow test would be tentatively at Major UAT 1.
		
		e-Learn portal UAT with extended staff will tentatively be at Major UAT 2.

14	**Miscellaneous:**
	  a. Schema is up to the team's discretion. AMKH have stated that the more fields the better, Cheryl suggested to look at the TNF fields for ideas.
	  b. Upcoming courses to be reflected on portal's main page is manually done by HR. HR is to update and manage the upcoming courses on the calendar.
	  c. Portal design is up to the team's discretion with support from AMKH. There will no longer be liaising with corporate communications team.
		a. Fields to be as detailed as possible.
		b. Manual update from HR with regards to upcoming courses.
		c. Wireframe to be done and sent to stakeholders for a view of how the portal will look like.

15	**Things PlusMinus requested:** Organisation chart Updated workflow diagrams **Things PlusMinus needs to send:** Updated functionality list Updated timeline Use case diagram Wireframe	Take note of the things to receive and give to AMKH team.

The meeting was adjourned at 12pm. 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,
Al Rafid Bin Abdul Aziz