

TEAM ELEMENT  
INTERNAL MEETING 15 MINUTES, 14 JANUARY 2016

Date	14 January 2016
Time	1230
Venue	SIS Level 4
Attendees	<ul style="list-style-type: none"><li>• Cassandra Thai Jia Ying</li><li>• Stella Wong Hui Min</li><li>• Matthew Yee</li></ul>
Agenda	<ol style="list-style-type: none"><li>1) Update on progress</li><li>2) Allocation of work</li><li>3) Set new meeting timing</li><li>4) Rehearsal of pitch</li></ol>

## Update of progress

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The team updated each other on progress since the last meeting:

Cass:

1. Add announcement for class (BE) [DONE]
2. Update wiki
3. Design feedback forms (FE)
4. Search boxes/filters for users, facility and courses/classes [DONE]
5. Password reset (FE) [DONE]

Minh

1. Upload/download of materials (BE)
2. LSP Forms (FE & BE)
3. Upload/download course materials on the class homepage (FE & BE)
4. Class timetable (FE & BE)
5. Testing documents

Stella

1. Add admin (BE) [DONE]
2. UD Student particulars (FE)
3. Group registration (FE)
4. CRUD Trainer particulars (FE)

Matt

1. Group Registration (BE)
2. Data Validation [DONE]
3. Search function for users, courses and classes (BE)
4. Password reset (Integration) [DONE]
5. CRUD Trainer particulars (BE)

### Legend

FE – Front end

BE – Back End

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The deadline is extended by one day, from 15 Jan to 16 Jan.

Matthew helped resolved the errors and answered the queries Cass had while completing her functions.

## Set new meeting timing

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Our weekly meetings will be held on Thursdays instead of Wednesday.

The meeting was adjourned at 1545. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai

