



TEAM ELEMENT

CLIENT MEETING 01 MINUTES, 04 AUGUST 2014

Date	04 August 2015
Time:	1230 - 1400
Venue	IAL, Pit-stop
Attendees	1) Mr Marc Sim (Sponsor) 2) Cassandra Thai Jia Ying 3) Nguyen Nhat Minh
Agenda	1) Gather requirements 2) Establish Data access rights for different types of accounts 3) Discussion of additional functionalities to help value-add to the system

Gather Requirements

- 1) Each administrator, student, trainer, company has an account on the portal. Each will have different data access rights
- 2) Administrators should be able to :
 - a) Allocate classes, trainers and facilities
 - b) Keep track of those who have paid and remind those who have not.
 - c) Create students', trainers' and company accounts
 - d) Generate a list of invoices for the accounting department
 - e) Access the trainers' CVs and materials
- 3) Trainers should be able to :
 - a) upload their students' results and attendance via and excel spreadsheet
 - b) View the particulars of the studens in their class(es)
 - c) View and grade assignments of their students
 - d) View the schedule of their class(es)
- 4) Guests should be able to:
 - a) View and search he list of courses offered by the school
 - b) Fill up an online form OR download an excel form to fill up and email back to sterling hub. These forms are customized according to the courses selected.

Data Access Rights

Administration:

- Full access rights
- One head administrator, multiple administrators

Trainer:

- Able to view materials related to the class(es) they are teaching

Student

- Only able to view and download materials from their class
- Company/Group
- Able to view which employee(s) they have sent for which course(s)
- Guest
- Only able to view and sign up for courses

Additional Functionalities

Additional functional requirements

- 1) A student portal for each student to view their grades, download course materials and upload assignments
- 2) The student's account will be removed 6 months after the completion of the course. A notification email will be sent 2 weeks before the deactivation.

Additional non-functional requirements

1. Mobile compatible
2. Translation from English to Chinese and vice versa without losing information typed on the screen

The meeting was adjourned at 2.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

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Vetted and edited by:

Nguyen Nhat Minh

