

Date	06 January 2016
Time	1330
Venue	SIS Level 4
Attendees	<ul style="list-style-type: none"><li>• Cassandra Thai Jia Ying</li><li>• Nguyen Nhat Minh</li><li>• Stella Wong Hui Min</li><li>• Matthew Yee</li></ul>
Agenda	<ol style="list-style-type: none"><li>1) Designing of LSP Forms</li><li>2) Update on progress</li><li>3) Allocation of work</li><li>4) Set new meeting timing</li><li>5) Rehearsal of pitch</li></ol>

## Designing of LSP Forms

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As our sponsor is IT illiterate, and LSP forms expected to change constantly according to the new requirements, the team came together and decided on the following:

- As there are many different types of LSP forms, we decided to include a search function. We will be using the package: select2 to enable to the easier searching of the different LSP forms
- The different types of forms will be in a word document form, instead of an online form. The admin will fill up or edit the forms on a word document.
- The admin will be able to upload the different versions of the forms but not be able to delete it from the system for safe keeping purposes.

## Update of progress

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

Cass:

1. Add class in course page [DONE]
2. add notifications (Class)
3. Edit class details [DONE]
4. Update Wiki with As-is diagram and to-be diagram [DONE]
5. Design feedback forms (to evaluate trainer and facilities)

Minh

1. Upload and download course materials
2. Course materials (Class Homepage)
3. Facility management [DONE]
4. Class timetable (check latest sponsor minutes for the duration of the three courses)

Stella

1. Add student [DONE]
2. Add trainer [DONE]
3. Add admin

Matt

TEAM ELEMENT  
INTERNAL MEETING 14 MINUTES, 06 JANUARY 2016

1. Password reset [BE DONE]\*
2. Data Access rights (Role-based access) [DONE]
3. Send enrollment email confirmation (automatically triggered) [ON HOLD]
4. Send email reminder for payment [DONE]
5. Search function for users, courses and classes

\*BE – Back-end

## Allocation of work

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Cass:

- Add notifications for Classes (BE)
- Update wiki
- Design feedback forms (FE)
- Search boxes/filters (FE)
- Password reset (FE)

Minh

- Upload/download of materials (BE)
- LSP Forms (FE & BE)
- Upload/download course materials on the class homepage (FE & BE)
- Class timetable (FE & BE)
- Testing documents

Stella:

- Add admin (BE)
- UD Student particulars (FE)
- Group registration (FE)
- CRUD Trainer particulars (FE)

Matt:

- Group registration (BE)
- Data validation
- Search users and courses/classes (BE)
- Password reset (intergration)
- CRUD Trainer particulars (BE)

The team has also decided to combine both accounts and users into one entity called "Accounts" as it is easier and more convenient for us.

### Legend

FE – Front end

BE – Back End

All tasks are to be completed by next Friday (15<sup>th</sup> Jan)

## Set new meeting timing

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Our weekly meetings, for now, are on Wednesdays where we will update each other on progress and review our work together. This timing is subjected to changes depending on our bidding results.

We will work from home but complete integration together as a team. In addition, when we have a critical bug, we will have emergency meetings then to rectify it.

## Writing and rehearsal of pitch

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As Cassandra has her finance class at 7pm on the 7<sup>th</sup> of January, Minh will be making the pitch. Stella and Matthew will be attending the session together with Minh.

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

