Date	02 October 2015
Time	1530
Venue	SIS GSR 2.7
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min 4) Mr Marc Sim (Sponsor)
Agenda	1) Understanding the LSP requirements and the forms needed 2) Get updates about the floorplan of the training facility 3) Asking the sponsor about the colour scheme for the website

Understanding LSP Requirements

1. There are many different types of inspections that have different requirements
2. Some requirements require forms. These forms are not standardized.
3. Administrators should be able to edit the forms online and print it.
4. System should store the form in the system.
5. Information should be kept, consolidated and tabulated for evaluation. Reports can be generated for analysis later.
6. Timestamps are important when generating forms as required by the government.
7. ISO looks at consistency for quality standards. The forms are proof for changes and modifications
8. During inspections, the forms are printed as proof.
9. Assessments typically occur once/twice a year.
10. Reports should show any trends for evaluation.
11. Trainers are judge based on average scores and constantly compared against each other. This is to ensure the quality of trainers do no deteriorate
12. There is no need to update the forms daily but can be done periodically. For vendors it is typically once a year
13. Payment control interfaces with the accounting department. Information is pass via a report over to the accounts department.
14. WDA is more stringent. They want companies to be more innovative and IT is one of the ways.

TO-Dos:

Read the Training Manual and work out a workflow diagram. Colour areas that overlap. Derive the forms from there.
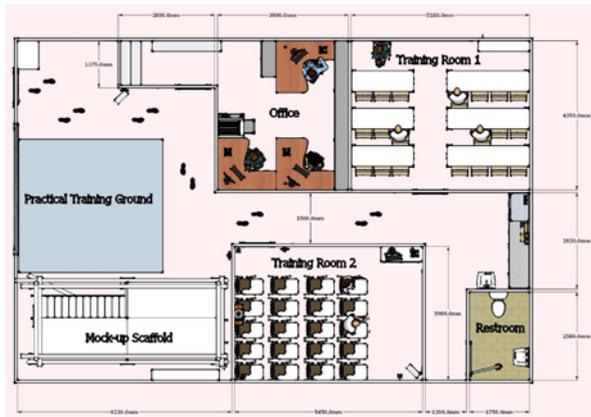
Updates on the floor plan of the training facility

The current floor plan of the training facility:

Layout of floor plan here

Picture of Mock Scaffold

Additional notes:

1. Practical training rooms are booked along with the Mock-up scaffold. They are actually one room.
2. The training rooms have helmets and safety harnesses. These equipment are demonstrated and put on in the training room before proceeding to the practical room.
3. Students are required to check and inspect if the equipment are expired and report expired equipment to the trainer.

Feedback on current progress

The feedback for our current progress is as follows:

1. The Guest page has to be mobile compatible.
2. The additional colour (other than black, white and grey) that will be used for the website is green
3. The admin portal can be lighter in colour by using different shades of grey.
4. The colour scheme for the courses are as follows:
   a. WDA Courses: Purple
   b. Non-WDA Courses: Blue
   c. Other courses: Green

   Thumbnails are to have a gradient.

The meeting was adjourned at 5.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Cassandra Thai Jia Ying

Vetted and Edited by:

TEAM ELEMENTS
SPONSOR MEETING 03 MINUTES, 02 October 2015

Stella Wong Hui Min and Nguyen Nhat Minh