

Date	14 January 2015
Time	1410
Venue	SIS office 5018
Attendees	1) Cassandra Thai Jia Ying 2) Matthew Yee 3) Nguyen Nhat Minh 4) Stella Wong Hui Min 5) Prof Xiong Jie
Agenda	1) Updates on IS480 Mid Term 2) Updates on the project

Updates on IS 480 Mid-Terms

- According to new requirements from Prof Gan, everyone in the team has to code at least a percentage of the project. The amount each codes should be somewhat even and not exceed 100%. Should be able to prove how much each member actually coded
- State who did what function during the mid-term presentation.
- When another team member helped to code the function, credit him/her about 5 to 10% of that function.
- Mid-terms is 20%
- Mid-terms should have a slight creative flare and interesting detail as it is a presentation and we will not want our reviewers to lose interest in our project.
- Prof's other teams are coming up with creative ideas like doing a video similar to the IDP video we were exposed to last semester.
- Give a good visualization on the whole process and how the system actually helps the company
- Prof suggest to us to complete some parts of the analytics module before mid-terms as part of our 'creative' flare

Updates on the project

- For the UI, prof felt that our UI is too plain and boring and we can do with a little more graphics like pictures instead of overloading the whole interface with text.
- However, we are limited by the requirements of our sponsor. Our sponsor wants the whole interface to be relatively dull and portray the technical feel since the parent company is a Steel manufacturing company.
- Right now, as Sterling has delayed operations, we are only able to conduct our user test on the administrators working in the training hub now.
- Sterling is still recruiting trainers and students thus we are only able to test our trainer and student portals after the mid-terms.
- Our audience is restricted to training hub administrators and we are unable to conduct user tests with our peers.
- Show the difference between the administrator's, trainer's and student's portal. Show them clearly.

The meeting was adjourned at 1440. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

TEAM ELEMENT
SUPERVISOR MEETING 07 MINUTES, 28 January 2015

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai Jia Ying

