Date:	03/04/2017 (Monday)
Time:	10.00am - 12.30pm
Venue:	Meiban Innovation Centre
Attendees:	Team PlusMinus: Al Rafid Bin Abdul Aziz Eugene Tan Wei Hong Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling

Agenda:	1. Introduction to the Team
	2. Learning and Development System Requirements & Functionalities Gathering
	    a. Training Nomination Form
	    b. Training Evaluation Form
	    c. Training Calendar
	    d. e-Learning Platform
	    e. Allocation of training hours and deduction of budget
	3. Current Workflow, Constraints and Forms

	To-Do	Assignment	Due Date
1	Team to Brainstorm on ideas of how to go about doing the project	Everyone	04/04/2017
2	Come up with a list of things we require from Edy (staff) and Cheryl (staff)	Everyone	04/04/2017
3	Draft proposal to be sent to Prof Gan	Rafid + Belynda	21/04/2017

	Things Discussed	Conclusion/To-Do
1	Training Nomination Form (TNF): TNF should be able to be reactive according to staff's needs. TNF should be split into group/individual and internal training/external training/scholarship. TNF should also be automatically routed to the person to be approved by. This will be	- AMKTHK to give a matrix of approval hierarchy, and organisation chart - AMKTHK to give us 3 types of forms namely scholarship, internal training, external training

	determined by a matrix given by AMKTHK.	
2	**Training Evaluation Form (TEF):** TEF needs to be submitted by each staff who attended and complete the training. The team has discussed with AMKTHK team to tentatively post a QR Code/survey link that allows staff to intuitively open the form to collect their responses. If staff who attended the training did not do the TEF, email reminders will be continuously sent to them until they complete it. If that staff do not have an email, email will be sent to their respectively HOD for reminder.	- AMKTHK to give the AD list
3	**Training Calendar:** This calendar allows supervisor or any upper management to be able to have a overview of the department's/team's training nomination. For instance, if Staff A nominated for 1st to 3rd Apr, and Staff B nominated himself for 2nd to 5th Apr, supervisor would highly not approve both training nomination as lack of manpower.	
4	**e-Learning Platform:** Training staffs will be able to upload files into the portal whereby "Student" staffs can download and access materials.	
5	**Allocation of training hours and deduction of budget:** Training hours will only be allocated to staffs after the attendance list has been returned to HR. For internal training, system should be able to automatically capture the attendance and award the hours automatically. For external training, HR will need to manually award the hours by entering the invoice number given by the vendors. Deduction of budget is deducted immediately once names are submitted. Should there by any staffs who did not attend the training, it is subject to the training centers to charge that staff's fee. If	

	no fees are charged for absentees, then the money will be reimbursed back to the department budget.	

The meeting was adjourned at 12.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Al Rafid Bin Abdul Aziz

Vetted and edited by,
Low Wen Jun