**Supervisor Meeting Minutes**

**Meeting 14**

Date: 7th April 2010, Wednesday

Time: 2:50pm to 3:35pm

Venue: SIS Level 5 Faculty Lounge

Attendees: Stanley Ng, Lin Xuankuang, Lau San San, Gloria Yeo, Low Yi Yang, Vivian Choo

**Agenda of meeting:**

1. Update on the progress of the project
2. Reviews from Kevin
3. AOB

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| **Minutes** | **Action By** | **Due Date** |
| 1 | **Update on the progress of the project**Team has updated Kevin with the following:1. MMS Updates:
	* Changes to be made after client meeting on Monday, 5th April
	* Completed the picture upload and validation
	* Recent function completed is the photo zip file download
	* Completed changing the homepage for students
	* Currently focusing on integration
2. E-learning Updates:
	* SGP requires a login for contractors which ST will give by Friday
	* Yi Yang showed the backup login page for contractors
	* Final test questions will be randomized
	* Learning Progress Tracking still having errors
	* San San showed test cases
 | StanleyYi Yang | Sunday 4th APril |
| 2 | **Reviews from Kevin**1. Should move on to presentation
2. Most questions seem to have answers of “true”
3. Bug Tracking needs to be carried out
4. Module 3 needs to be added to the navigation map
5. Provide a link for user guide if necessary.
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| 3 | **AOB**Presentation requires a story to tell.Plan about 1 to 1.5 hrs for presentation.Do not give details of features and then demo, it constitutes repetition of points and wastes time.Submit all documents after presentation, in a CD if necessary.The next meeting with Kevin has been scheduled on the 8th April 2010, Wednesday, 2.30pm at SIS Level 5. | All |  |

The meeting was adjourned at 3:35pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Stanley Ng

Vetted and edited by,

Gloria Yeo