**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 | Stanley  Yi 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. |  |  |
| 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