Date:	19/05/2017 (Friday)
Time:	7.30pm - 9.30pm
Venue:	SIS GSR 2-6
Attendees:	Al Rafid Bin Abdul Aziz Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling Eugene
Agenda:	- Confirmation of anything brought forward from last meeting/meeting with edy - Download/install necessary software - Setup GitHub and familiarize with KanbanFlow - Brainstorm on possible system name - Come up with a role based access rights matrix to confirm with Edy - DBA to rethink schema based on requirements gathered from Edy yesterday - To come up with a x-factor for the project - Set up date to discuss with HR (Cheryl)

	To-Do	**Assignment**	**Due Date**
1	Bug Metric	Rafid	21 May 2017
2	Risk Management	Gwee and Belynda	21 May 2017
3	Updated Timeline	Belynda	21 May 2017
4	Post Wiki	Belynda	21 May 2017
5	Download softwares	Everyone	21 May 2017

	Things Discussed	**Conclusion**

1	Core Functionalities	1. Create all TNF
		2. Course Module
		    a. View
		    b. Download / Upload
		3. Training Calendar
		4. Feedback

		5. Analytics a. Excel

2	Secondary Functionalities	1. Analytics
		    a. Portal
		2. Quiz Module
		    a. Create Quiz
		    b. Edit Quiz
		    c. Mark Quiz
		3. Attendance Module
		    a. Create Attendance
		    b. Edit Attendance
		4. Certification Module
		    a. Create Certificate

3	X Factor	1. Shorten approval process duration by 50% 2. No. of users, aka adoption rate 3. No. of courses created
4	Questions to Ask	1. External loc or external vendor need to upload course materials?
5	Possible Group Names	- TMS - Pomodoro - Orlua - TA - SayCheeze - Blueberry - TrainHub - HealthHub - Primos - Aspire - Nexus - Optimus - **LearnHub**

6	Roles and Permission Access	1. Superuser
		    a. Everything
		2. Course Admin
		    a. Access course module
		3. Department Admin
		    a. Register course for staffs
		4. HR Admin
		    a. Receive TNF approval
		    b. Access training calendar

7	Additional Roles	1. Bug Metric
		   a. Rafid
		2. Task Metric
		   a. Belynda
		3. Risk Management
		   a. Gwee

8	Timeline Revision	Sprint 1 will be gathering functionalities, all the other sprints will be pushed back
9	GitHub	Download GitHub: Desktop.gituhb.com Clone Repository: tanmingkwang/plusminus
10	Storyboard	Gwee do

11	Software to download	1. violet.smu.edu.sg/dsp
		2. Download MS Visual Studio Professional 2017
		   a. Select .NET, ASP.NET, Sharepoint, MS SQL, Bootstrap, CSS
		3. Download MS SQL Server Express Advanced Series 2012 Service Pack 3
		   a. SQL Server Management Studio

12	Upcoming meetings	24th (Wed) -> Supervisor 25th (Thu) -> Edy, Cheryl, Supervisor

The meeting was adjourned at 9.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Rafid and Wei Ling

Vetted and edited by,
Low Wen Jun