

Sponsor Meeting

Meeting Minute Number	06
Date	23/09/2014
Time	15:00 – 16:00
Venue	SIS Classroom 2.1
Attendees	Thandar, Sithu, Kawi
Absentees	Ken (having class), Pei Qin (having class)
Agenda Topics:	<ol style="list-style-type: none"> 1. General feedback on system 2. Check business & IT alignment 3. Discussion to purchase cloud hosting

S/N	Action items	Person Responsible	Deadline
1.	<p>General feedback on system</p> <p><u>User Interface</u></p> <p>Program Page</p> <ul style="list-style-type: none"> - Colorful, clean and straightforward - One feedback is what if there are so many programmes? - Toggle is helpful, it will be good to provide the short instruction. - Can make the buttons same size? - Can make the alignment a bit nicer? <p>Create/Update Program</p> <ul style="list-style-type: none"> - Leave some field as optional - Please provide more information related to file upload - If I put long label of the field, the alignment of the textbox went wrong <p>Overall</p> <p>Nice and clean UI. It will be better if the button sizes are a bit bigger, the navigation bar is more obvious.</p>		

	<p><u>Functionality</u></p> <p>Create/Update Form builder</p> <ul style="list-style-type: none"> - Form builder seems not very stable. I cannot do drag and drop fields. - Adding fields in between is not working. - The email took very long to be sent - Upload documents should allow to select separately - Can include the document type for file upload? <p>*Please see Post-Survey for more details</p>		
2.	<p>Check business & IT alignment</p> <p><i>Qn: Is the system aligned with what you require?</i></p> <p>Ans: So far yes. I cannot say 100% yet because I have to see the whole system to be up to see whether the system meets my requirements.</p> <p><i>Qn: Does our solution solve the current problems that you are facing now?</i></p> <p>Ans: YES!! Some of them are fantastic, like signature. It makes my life easier. Can't wait to see the system up.</p>		
3.	<p>Discussion to purchase cloud hosting</p> <p>Proposed Hosting – DigitalOcean Cost – USD 10 per month</p> <p>Huijia needs the team to write clear instruction and guideline how to purchase from the provider</p> <p>Task 1: Prepare instruction for Huijia to make the purchase of the hosting Task 2: Send an email to Huijia the instruction</p>	<p>Task 1: Sithu, Kawi Task 2: Thandar</p>	

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Prepare instruction for Huijia to make the purchase of the hosting	Sithu, Kawi	<i>25/09/2014</i>
2.	Send an email to Huijia the instruction	Thandar	<i>26/09/2014</i>

Prepared by:

Thandar Wai Myint

Observers:

Kawi, Pei Qin