

## Meeting Minutes(Client Meeting 2)

**Meeting Title:** Client Meeting 2 – Finalizing the MVP Scope

**Date:** 14th August 2025

**Time:** 3.30 p.m - 4.30 p.m

**Location:** Microsoft Teams

**Minutes Prepared By:** Gayathri Kasunthika Kanakaratne

### Attendees:

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Gayathri Kasunthika Kanakaratne

### Discussion

Dani presented the current database design to the client. Based on the client's feedback and our team's suggestions, the design was restructured. Following the submission of the previous MVP, the client proposed additional features. After Zhaodong provided a comprehensive explanation of the priorities and deliverables in line with current technological feasibility, the following items were agreed upon

#### 1. User Management

- Basic login screen (placeholder for future integration with UWA Single Sign-On).
- Role-based access control (Administrator / User) with the ability to assign administrator roles to existing users.
- Ability to create and manage user groups and assign users to these groups.
- *(Optional)* Ability to specify aliases for users (e.g., two UWA IDs belonging to the same person).

#### 2. Training Management

- Administrators can create and manage the list of available trainings.
- Option to set an expiry date for each training or mark it as non-expiring.
- Ability to specify the training type: LMS, TryBooking, or External, with completion conditions (to consider whether the training has been completed or not):
  - **LMS** → Achieved required score
  - **TryBooking** → Attended event
  - **External** → Uploaded proof of completion
- For External training, administrators can define additional required fields beyond proof file submission.

- Assign specific training to user groups.

### 3. Administrative Management of Training Records

- Batch upload completion data via Excel for LMS or TryBooking types.
- Automatic matching of uploaded records to user profiles using the User ID.
- Ability to edit or delete individual records.

### 4. User Submission of External Training Evidence

- Users can upload certificates or documents for external training.
- Users must select the relevant training from the administrator-managed list.

### 5. Data Reporting

- Display training completion status for each user.
- Search functionality for administrators to filter by Name/User ID and Date range for tracking individual training.
- Generate individual training reports showing completion status.

### 6. (Optional) TryBooking Integration

We will proceed with developing the above MVP features first. Once these are implemented, we will explore adding **advanced features** such as full TryBooking integration if time permits within the project schedule.

### Next Steps

- Contact the client with the redefined MVP
- Adjusting the database design accordingly
- Continue preparing for D1 submission with the finalized MVP
- Brainstorming of Development Workflow