

**Team éXi**

Meeting Minutes

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| Subject | Client Meeting Minutes 05 |
| Date | 2 November 2018 |
| Time | 18:00 – 20:00 |
| Venue | Stepping Stones Learning Centre, Bukit Panjang Branch |

Attendees

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| Name | Attendance |
| Moh Moh San | Present |
| Riana | Absent |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Absent |
| Zang Yu | Absent |
| Adam (Stepping Stones Learning Centre) | Present |
| Ben (Stepping Stones Learning Centre) | Absent |

Meeting Agenda

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| Agenda |
| 1. User Testing with the implemented functionalities   Summary of Discussion   * Had the client (Adam) to try out the following implemented functionalities:   + - * + Individual Student Registration         + Bulk Student Registration         + Student Payment         + Delete Student from Registered Class         + Create Student         + Tutor Registration         + Schedule Creation (Tutor, Admin)         + Schedule Update         + Attendance Taking (Tutor, Student) * The clients had also given feedback on the functionalities and the overall UI design which is recorded in the User Testing results. |
| 1. Discussion of Pilot Testing   Summary of Discussion   * Requested for a Pilot Testing with a few students for Student’s Portal * Sponsor was receptive and willing to proceed with Pilot Testing for every functionality * Sponsor would prepare the necessary information required for Pilot Testing |
| 1. Discussion of additional implementations/changes   Summary of Discussion   * Suggested to have a field called total outstanding amount in Student Payment Function so that they can catch the information at a glance * After doing pilot testing for several weeks, sponsor realized that the tuition fees for students were fixed for the same class in current implemented system, however, what their business currently doing is different students need to pay different tuition fees depends on how long the students stay with center.  So, they suggested to have a field to edit the tuition fees while register classes for students to make changes for different students accordingly * Sponsor would be willing to have the analytic dashboard for student grade to know the student performances * Want to have all fields in create student and hide some fields in optional fields * Change some naming convention in student Payment Page (Tuition Fees 🡪 Student Fees, Outstanding Charge 🡪 Outstanding Fees) |

Action Items

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| Action | Member Responsible | Due Date |
| Change logic for student tuition fees (different students, different tuition fees) + Add a summary of total outstanding amount + Change naming convention | Thet Thet Yee | 8 November 2018 |
| Added all fields in while create students and hide some in optional fields | Thet Thet Yee | 8 November 2018 |
| Analytics Module for student grade to keep track of students’ performance | Moh Moh San | 16 November 2018 |

The meeting was adjourned at 8:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Tang Hui Xin

Vetted and Edited By,

Moh Moh San