

**Team éXi**

Meeting Minutes

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| Subject | Client Meeting Minutes 06 |
| Date | 9 November 2018 |
| Time | 19:00 – 21:00 |
| Venue | Stepping Stones Learning Centre, Bukit Panjang Branch |

Attendees

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

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         + Delete Student from Registered Class         + Student Payment         + Tutor Payment         + Financial Report         + Create Student         + Tutor Registration         + Schedule Creation (Tutor, Admin)         + Schedule Update         + Attendance Taking (Tutor, Student)         + Reward System * Had the four Primary 5 students and four Secondary 1 students to try out the following implemented functionalities:   + - * + Grade Tracking         + Attendance Tracking         + Reward System * The clients and students 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   * Sponsor was receptive and willing to proceed with Pilot Testing for every functionality as soon as possible |
| 1. Discussion of additional implementations/changes   Summary of Discussion   * Want to have the list of students who have the outstanding amount in Payment Summary Page |

Action Items

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| Action | Member Responsible | Due Date |
| Add Payment Summary Page | Thet Thet Yee | 15 November 2018 |

The meeting was adjourned at 9:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Loo Wei Hua Shawn

Vetted and Edited By,

Riana