

**Team éXi**

Meeting Minutes

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| Subject | Client Meeting Minutes 04 |
| Date | 22 September 2018 |
| Time | 14:30 – 17:00 |
| 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 | Present |
| 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 and Ben) to try out the following implemented functionalities:   + - * + Login         + Admin Creation         + Student Registration         + Student Mass Upload         + Tutor Registration         + Tutor Mass Upload         + Schedule Creation (Tutor, Admin)         + Schedule Update         + Attendance Taking (Tutor, Student)         + Grades Tracking * 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   * Finalised on the scope of Pilot Testing * Sponsor was receptive and willing to proceed with Pilot Testing with a larger scale * Sponsor would prepare the necessary information required for Pilot Testing * Decided on when to start Pilot Testing |

Action Items

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| Action | Member Responsible | Due Date |
| UI Updates according to the feedbacks made by the client | Moh Moh San, Zang Yu | 28 September 2018 |

The meeting was adjourned at 5:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Thet Thet Yee

Vetted and Edited By,

Riana