

**Team éXi**

Meeting Minutes

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| Subject | Client Meeting Minutes 03 |
| Date | 8 September 2018 |
| Time | 14:30 – 16:00 |
| 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 | Present |
| 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         + Student Registration         + Schedule (Tutor, Admin)         + 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   * Requested for a Pilot Testing with a few classes * Sponsor was receptive and willing to proceed with Pilot Testing * Sponsor would prepare the necessary information required for Pilot Testing |
| 1. Discussion of additional implementations   Summary of Discussion   * Suggested the implementation of ePayment for a more complete Payment Module * Sponsor thought it was a great idea and was receptive towards it. |
| 1. Clarification of certain business logic   Summary of Discussion   * The team has some questions regarding payment, scheduling and financial report * Clarified the doubts with additional insights gained from the sponsor’s explanation |

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 | 13 September 2018 |
| ePayment Research | All | 13 September 2018 |

The meeting was adjourned at 4:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Moh Moh San

Vetted and Edited By,

Zang Yu