

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 10 |
| Date | 9 November 2018 |
| Time | 15:30 – 16:30 |
| Venue | SIS Room 4056 |

Attendees

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| Name | Attendance |
| Moh Moh San | Absent |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Absent |
| Zang Yu | Present |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Discussion about Sponsor Meeting   Summary of Discussion   * Informed Mrs Lian Chee regarding the details of the plan to conduct Pilot Testing for student’s portal with Primary 5 and Seconday 1 students * Informed Mrs Lian Chee of the changes requested by sponsor.   Changes:  According to the sponsor business logic, they want to have the field to edit individual tuition fees since different students need to pay different tuition fees depends on how long the students stay with center.  Affected Module: Student Payment & Bulk Student Registration |
| 1. Discussion on Final Preparation   Summary of Discussion   * Mrs Lian Chee provided us with certain suggestions in which we could carry out the Final Presentation such as doing role play for demonstration of the application (no need to go through every functionalities) * Prepare Technical documentation for center |
| 1. Demonstration of current progress   Summary of Discussion   * Suggested to have a Payment Summary Page with a list of students with outstanding amount and from there can directly go for the payment page * Showed Mrs Lian Chee the current development progress for student payment module * Suggested for us to rework on the Web Responsive portal since the font size shrink and cannot see properly * Informed the progress of analytic dashboard for students’ grade |

Action Items

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| Action | Member Responsible | Due Date |
| Add Payment Summary Page | Thet Thet Yee | 15 November 2018 |
| Analytic Dashboard for students’ grade | Moh Moh San | 15 November 2018 |
| Web Responsive | Riana, Anna | 15 November 2018 |

The meeting was adjourned at 4:30 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,

Tang Hui Xin