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| **Date| Time| Venue** | 11th February 2018, 1130hrs – 1230hrs, SMU Labs Meeting Rm 2-1 |
| **Attendees** | Haqqim, Sebastian, Vera, Deborah, Jack, Hwee Xian, Ben |
| **Agenda** | 1. Progress Update 2. Action Points |
| **Notes** | * **WordPress Update**  1. PayPal activation has been completed, but will only be ready on Tuesday, takes 5 working days 2. The database for WooCommerce cannot sync with one of our booking systems as they are different plugins, so players will have to fill in their details again 3. Shopping Module – Remove the battery and separate parts from the website 4. Booking Slots – Allow several bookings in one go – instead of booking 2 half an hour slots, able to book 1 hour slot in one shot 5. Showed Sponsor the email confirmation of booking slots. Reservation is kept for 1 hour at the moment, change to 30 mins 6. Remove the RobotStudio Entertainment wording to Robostudio only from the email confirmation 7. Remove the address and telephone number from the confirmation email, have the start and end time for the booking confirmations 8. Consider allowing users to cancel bookings immediately. Use standardised cancel button.  *Order status: Pending payment (cancel option) Paid/ Confirmed (cancel option) Cancelled* 9. Combine the ‘Next appointments’ and ‘Reservations History’ into a single tab ‘My Bookings’, order by time. See if can add filter to order by time OR order by status 10. Have a simple menu bar, don’t classify the different tabs into a category, just split everything up into a one-level  * **Robot Update**  1. Still working on the progress of connection on the external server   Action Points:   1. Change every single wording that denotes that there is a ‘gamification’ idea to a learning platform 2. Ahmad to make the above changes, basically, follow the template of his old site and then “beautify” it 3. Give Bli the website link to let him try out and the video with the robot moving, and sample code 4. Prioritize the remote-control function and live streaming before working on transferring the external server into a WordPress plugin 5. Agree on wi-fi and not the smart home connection 6. For meeting updates, show the previous meetings schedule and what is new this meeting |
| **Done by** | Deborah |
| **Verified by** | Haqqim |