**Meeting minutes**

**Meeting name**: discuss the GW education system

**DATE**: Monday, 11 april 2022

**Meeting location**: GW university Vietnam, Ho Chi Minh city

**Participating members**:

1. nguyen hoang nam
2. tran minh quan
3. nguyen thanh dat
4. nguyen quoc huy
5. ngo tan phuc

**Participation status**: full

**Meeting purpose**: solve the unfinished issues in the past time towards the final report.

**Issues(contents):**

* Some functions still have errors.
* The design has not yet caught the user's eye.
* Group reporting implementation is being interrupted
* It is necessary to re-compose each individual part of the other members when assigned by the leader

**Status and progress (of the project, task):**

|  |  |  |
| --- | --- | --- |
|  | **Task** | **Progress**  **(done/not yet)** |
| **1** | The University has a Quality Assurance Manager to oversee the process. | **Done** |
| **2** | All Departments have a QA coordinator who is responsible for managing the process for their Department, and for encouraging staff to contribute. | **Done** |
| **3** | All staff (academic and support) have the opportunity to submit one or more ideas. | **Done** |
| **4** | All staff must agree to Terms and Conditions before they can submit. | **Done** |
| **5** | All staff can optionally upload documents to support their ideas. | **Done** |
| **6** | All ideas can be categorised (tagged) from a list of categories at the point when they are submitted. | **Done** |
| **7** | The QA Manager can add additional categories at any time, and can delete categories, but only if they have not been used. | **Done** |
| **8** | All staff can see all submitted ideas and can comment on any idea. They can also give the Thumbs Up or Thumbs Down for any idea, but only once for any idea. | **Not yet** |
| **9** | The University QA Manager needs to be able to download all the data after the final closure date in a CSV file for transfer out of the system. Any uploaded documents need to be downloaded in a ZIP file. | **Not yet** |
| **10** | All new ideas are disabled after a closure date for new ideas, but comments can continue to be done until a final closure date. | **Not yet** |
| **11** | Once an idea is submitted the system emails a notification to the Department’s QA Coordinator. | **Done** |
| **12** | The author of an idea receives an automatic email notification whenever a comment is submitted to any of their ideas. | **Not yet** |
| **13** | Lists of Most Popular Ideas (+1 for Thumbs Up, -1 for Thumbs Down), Most Viewed Ideas, Latest Ideas and Latest Comments must be made available to all users. | **Not yet** |
| **14** | Lists of Ideas need to be paginated (5 per page) | **Done** |
| **15** | Statistical analysis (e.g. number of ideas per Department) needs to be available. | **Done** |
| **16** | The interface must be suitable for all devices (eg mobile phones, tablets, desktops). | **Done** |
| **17** | Ideas and comments can be posted anonymously, although the author’s details will be stored in the database so any inappropriate ideas can be investigated. | **Not yet** |
| **18** | An administrator is needed to maintain any system data, e.g. closure dates for each academic year, staff details. | **Not yet** |

**The contents are discussed and decided in the meeting (who is in charge, deadline settlement)**

* **Contents:**

1. Divide each task among the appropriate members
2. Pre-deployment of highly feasible functions (easy to deploy)
3. Competent members are assigned additional work of observing, checking and correcting errors

* **Decide:**
* Nguyen Quoc Huy will support members who are facing code problems (front-end and back-end)
* Nguyen Hoang Nam will oversee back-end (database phpadmin) and report.
* Tran Minh Quan will oversee back-end automation mail (back-end) and support the completion of the internal parts of the report from the content to drawing diagrams.
* Nguyen Thanh Dat will oversee the front-end.
* Ngo Tan Phuc will oversee downloading files (back-end).

**Issues to report for the next meeting:**

* Report on the progress of the tasks assigned in the previous session.
* Deploying new functions
* Talk to a facilitator.
* Reviews and summaries for each member and team's report.