

Minor and Major Project Minutes of Meeting

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| Full name of student | Muhammad Afzal Ismail |
| Student ID number | 170061238 |
| Date of meeting (Time/Room) | 07/02/19 11.10 a.m G12 |
| Date of previous meeting | N/a |

Meeting Agenda:

- a. The 1st project deliverable; the project outline.
- b. Project progress.
- c. Next tasks for next week.

Action Item/s from the previous meeting

- a. N/a



Matters Arising from the Minutes

- a. Discuss 1st project deliverable; the project outline, which is due on Friday the 8th February. The draft the document was reviewed by the supervisor, who gave his advice on the areas that should contain more information. He also discussed what should be added for the project specifically, such as what documents will be needed, what should be delivered at the end and the tasks that will need to be done during the project.
- b. The progress of the project was discussed, what has been done during the past week, which is a basic GUI that will eventually the users to load the file they want analyse.
- c. Discuss the tasks that should be completed for the following week:
 - Gantt chart to show the proposed amount of time it will take to complete the tasks that are needed for the project (action item a.).
 - Application design of the program (action item b.).
 - Implementation of storing the file path for the file chosen by the user (action item c.).

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Action Item/s

- a. To finalize the project outline, which will be reviewed again by the supervisor before submission.
- b. To draft a Gantt chart to show how much time will be needed to complete each part of the project. This will be discussed during the next meeting.
- c. Need to sketch and design the system/application for the project, showing the big picture of the system/application flow.
- d. To work on storing file paths in a string array when a user chooses a file from the file browser. Storing the file paths as string will avoid high memory usage and computational complexity. The data will only be loaded when the user chooses to work on it.

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| Signature of Student: |  | Date: 11/02/19 |
| Signature of Supervisor: |  | Date: 12 Feb 2019 |