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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:**

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| 1. 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. 2. We discussed the progress of the project. I mentioned what had been developed for the program during the past week, which is a basic GUI that will eventually be able to load a file to be processed. 3. Discuss what should be completed for the following week. |

**Action Item/s from the previous meeting**

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| 1. N/a |

**Matters Arising from the Minutes**

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| 1. N/a |

**Action Item/s**

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| 1. I need to finalize the Project outline, which will be reviewed again by the supervisor before submission. 2. I need to prepare a Gantt chart to show how much time I will need to spend on each part of the program. 3. Need to sketch the system design outline for the project, to show the big picture of how the different parts of the program will interact with each other. 4. I will start the implementation to allow users to browse files on the system. The file paths will be kept in a string array. This will require less computational power and the file will actually be loaded when the user will want to display its data. |

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| **Signature of Student:** |  | **Date:** |
| **Signature of Supervisor:** |  | **Date:** |