

# Team Meeting

**Date** 28 May 2021  
**Time** 5:15 p.m.  
**Location** Google Meet

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**Facilitator** : Nurul Lydia binti Abd Latif  
**Notetaker** : Syazwani binti Rahimin  
**Attendees** : Muhammad Ashraf Hafizi bin Ros Mahadi  
Nur Adila Aminah binti Ramli  
Nur Hazimah binti Hamdan  
Ammar Hakim bin Redzuwan  
Mohd Hafeez Osman (Ts. Dr.)  
Salmi Baharom (Prof. Madya Dr.)  
I don't his full name (Razak)  
Faizal

## Minutes

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<b>Agenda Item 1</b>	Presentation	<b>Presenter</b>	Lydia, Hazimah, Ashraf, Ammar, Adila, and Syazwani
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### Discussion

Mr Faizal, the client, asked about the methodology used in the project software development. The presentation brief about the SCORE, user details of application, use case diagram, flow chart, and user interface.

### Conclusions

The team decided to use the agile process model, an iteration of the module by module. The client asks the team to use marine supply instead of the offshore supply

Action items	Person responsible	Deadline
Study the marine catalogue	Lydia, Hazimah, Ashraf, and Adila	31 May 2021
Study the technology, Python web development framework	Syazwani and Ammar	31 May 2021
Correction of the slide presentation	Lydia	29 May 2021

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<b>Agenda Item 2</b>	Mastra requirements	<b>Presenter</b>	Mr Razak
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**Discussion**

Mr Razak, the client from Mastra company, plans to build a system for the marine supply industry. He also briefs about Ship Construction, Operation and Repair Engineering (SCORE) and Maritime Industry of Malaysia (MIM).

**Conclusions**

Mr Razak reduced his scope as the team unable to fulfil his requirement due to time constraint.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Meeting with Mr Shahzar from Apexs company	Everyone	30 May 2021