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| **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 |
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**Minutes**

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| **Agenda Item 1** | Presentation | **Presenter** | Lydia, Hazimah, Ashraf, Ammar, Adila, and Syazwani | |
| **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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| **Agenda Item 2** | Mastra requirements | **Presenter** | Mr Razak | |
| **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. | | | | |
| **Action items** | | **Person responsible** | | **Deadline** |
| Meeting with Mr Shahzar from Apexs company | | Everyone | | 30 May 2021 |