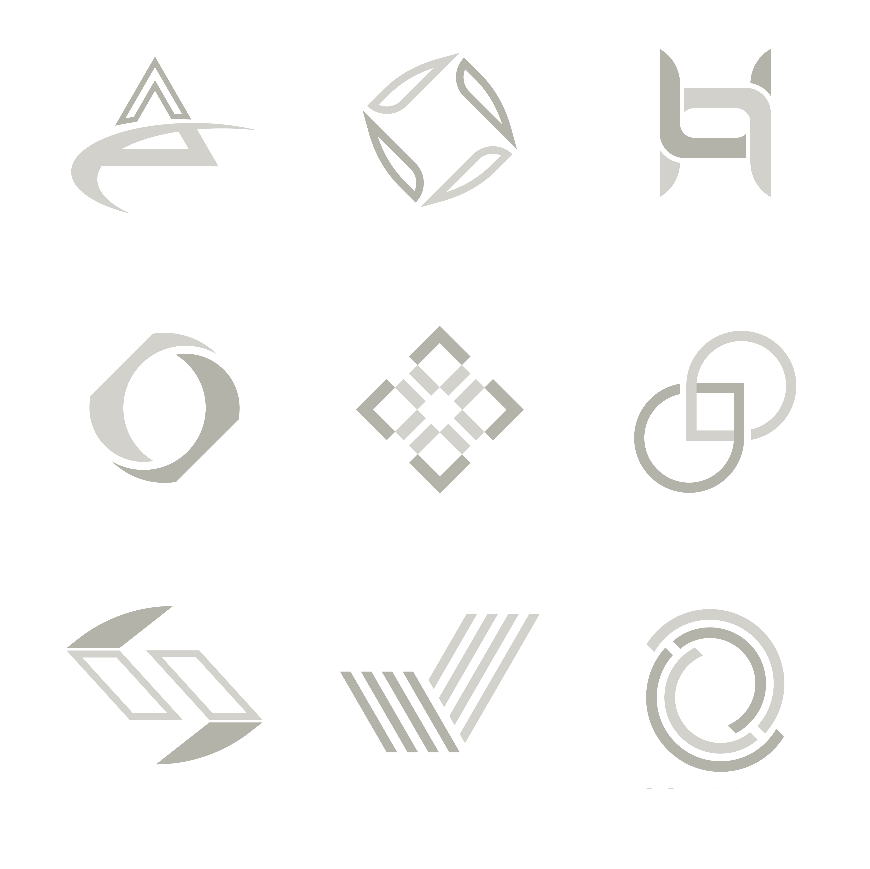
**Meeting Notes 1**

**Date:** January 15th, 2024

**Time:** 04:00 PM - 06:00 PM

**Location:** PSB Main Wing A17 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| N/A |
| --- |

**Agenda**

| **Topic** |
| --- |
| Confirm project specification |
| Decide on communication software |
| Choosing a design theme |
| Choose software development methodology |
| Decide group member roles |
| Gather user requirements |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Pre-action plan to be written by Kennedy and Marcus | February 8 |
| Project plan to be written by Kennedy and Marcus | February 8 |
| Course data to be compiled and converted to JSON by Diing Yang | January 17 |
| Use cases to be developed by Kennedy, use case diagram to be drawn by next meeting | January 22 |
| Project gantt chart to be developed by Marcus and Li Yang | January 28 |
| Business rules to be developed by Suhain and Diing Yang | February 5 |
| Website design to be done by An, Kennedy, prototype to be shown by next meeting. | January 22 |

**Adjournment**

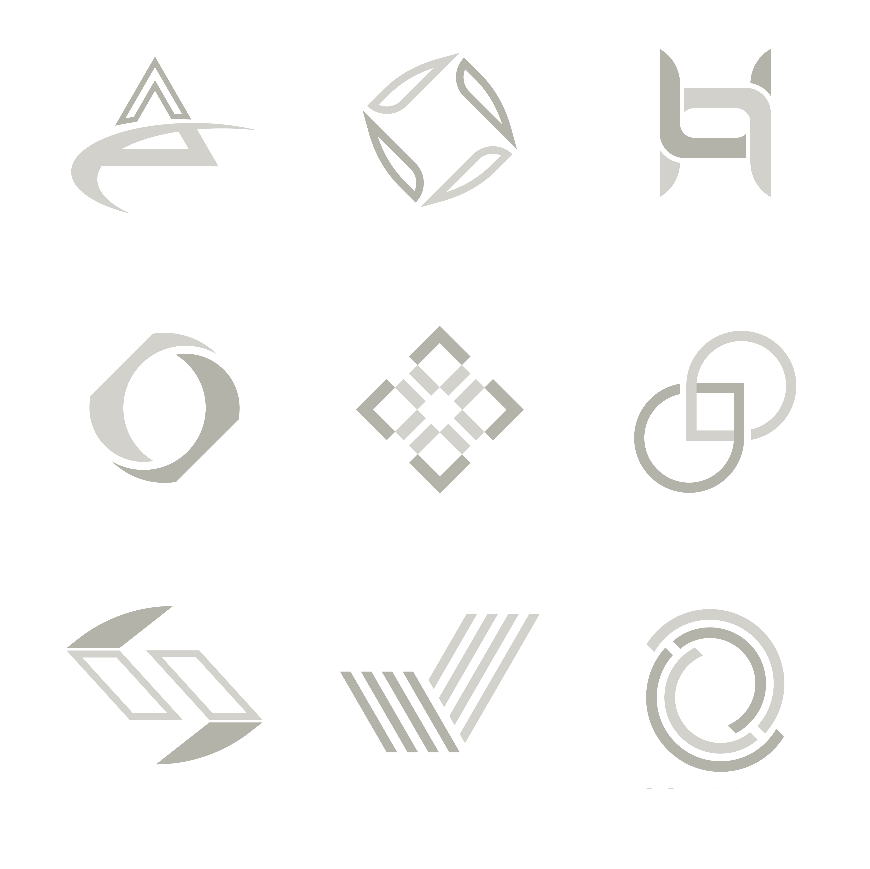
The meeting concluded at 06:00 PM. The next meeting is scheduled for January 22nd, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 2**

**Date:** January 22nd, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing A14 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Business from Previous Meeting**

| Details about the course planner concerning how the data is to be acquired and what to do when the data needs to be updated were discussed with the lecturer. The data is to be pulled from only the BIT course from UON, and in the second case, the data does not need to be updated.  The Project Manager and Deputy Project Manager started writing a pre-action plan & code of conduct. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Design of the course planner |
| Business rules are not completed |
| Research student’s needs to better understand what needs to be improved |
| Decide on development framework |
| Research existing course planners |
| Course planner design prototype team review |
| Project plan not complete |
| Gantt chart not finished |
| Use case diagram team review |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Suhain to research & present a free framework for both front-end and back-end | January 29 |
| Marcus to draft a user survey | January 23 |
| An & Kennedy to continue improving website design | January 29 |
| All continue to write project plan, review again next week | January 29 |
| Li Yang & Marcus to continue creating Gantt chart | January 29 |
| Use case diagram continue to be improved upon by the team | January 29 |
| Diing Yang & Suhain to continue working on business rules. | January 29 |

**Adjournment**

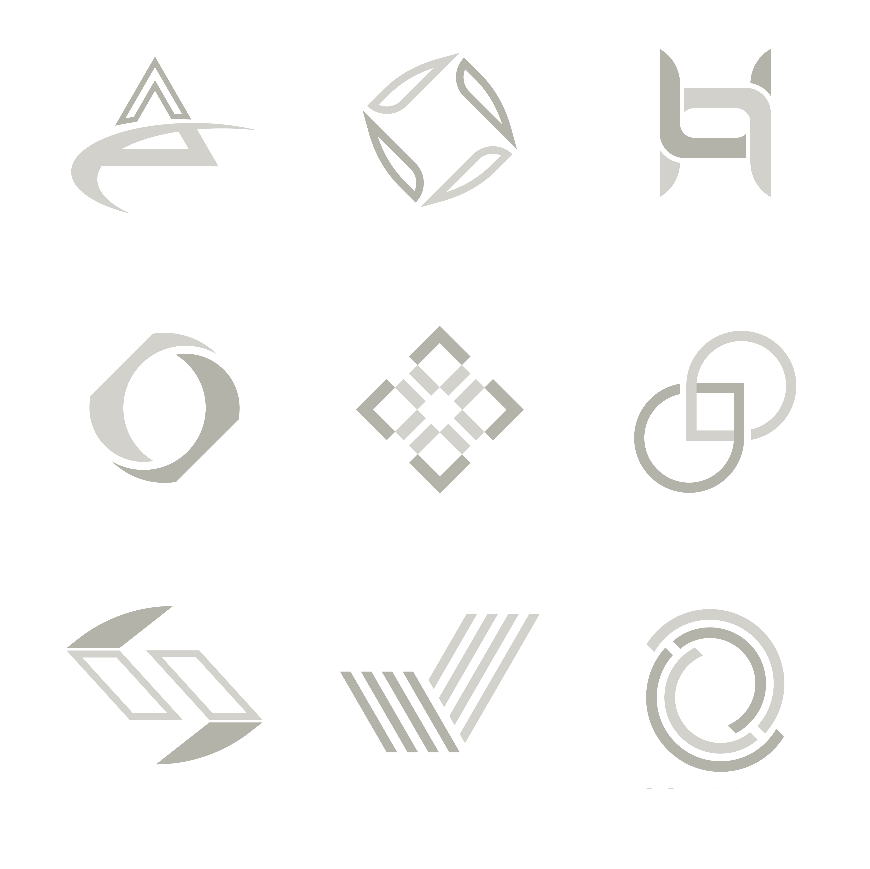
The meeting concluded at 02:00 PM. The next meeting is scheduled for January 22nd, 2024, at 04:00 PM.

**Prepared by:**

Marcus Tan Wei Jie

**Reviewed and Approved by:**

Chung Li Yang

**Meeting Notes 3**

**Date:** January 22nd, 2024

**Time:** 02:00 PM - 04:00 PM

**Location:** PSB Main Wing A14 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| Team must decide on the general look of the UI, and the framework by which the project is made should be decided on.  All team members must complete the user survey for the project plan.  Business rules should be refined as use cases for the use case diagram are being finalized.  Gantt chart to be completed by the end of the current sprint. |
| --- |

**Agenda**

| **Topic** |
| --- |
| General look of the UI must be decided. |
| Decide which framework to use. |
| Review business rules. |
| Further refine use cases. |
| Check on the Gantt chart. |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Settle the general look of the UI (check Slack for visuals). | January 29 |
| Continue writing business rules. To be reviewed by all members in the next meeting. | January 29 |
| Complete user surveys by all members (survey link in Slack). | January 26 |
| Continue refining use cases. To be reviewed by all members in the next meeting. | January 29 |
| Update Gantt chart to reflect new changes. | January 29 |

**Adjournment**

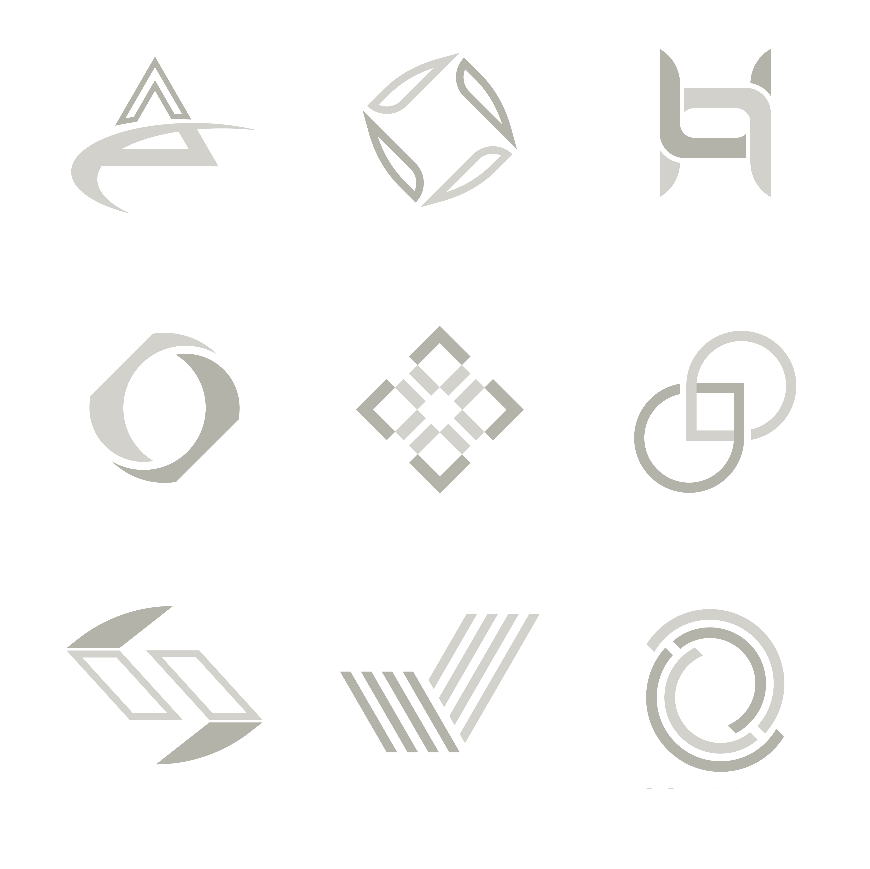
The meeting concluded at 4:00 PM. The next meeting is scheduled for January 29th, 2024, at 04:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 4**

**Date:** January 29th, 2024

**Time:** 4:00 PM - 06:00 PM

**Location:** PSB Main Wing A13 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| The Gantt chart has been completed, and Node.js has been chosen as the framework to be used.  The writing of the project plan report is in progress.  The UI of the website is still undergoing refinement.  CMS is still to be researched. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Project plan |
| Refinement of Gantt Chart |
| Refinement of Use Case diagram |
| Activity diagram and use case specification |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Suhain & Diing Yang to finish writing business rules by the next meeting | February 5 |
| All to continue writing project report | February 5 |
| Team to continue use case description and activity diagram for all use cases, to be reviewed next week | February 5 |

**Adjournment**

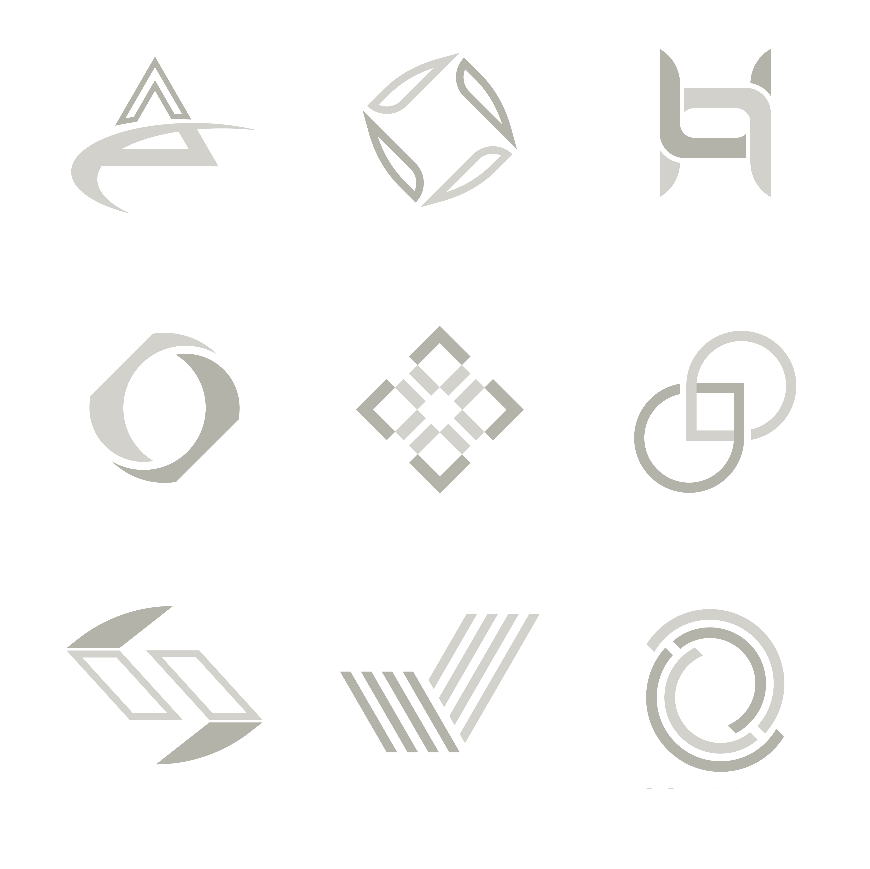
The meeting concluded at 6:30 PM. The next meeting is scheduled for February 5th, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 5**

**Date:** February 5th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing A14 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| Suhain & Diing Yang were put in charge of writing down & finishing business rules. Li Yang & Marcus were to finish the Gantt chart by this meeting. The project plan’s final draft must be finished by the whole team. The use case description and activity diagrams were started last week. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Review business rules |
| Domain Class Diagram |
| Use Case description |
| Activity diagram |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Li Yang & Suhain to continue use case descriptions | February 19 |
| Marcus & Diing Yang to continue activity diagram | February 19 |
| Kennedy & An to continue refining UI | February 19 |

**Adjournment**

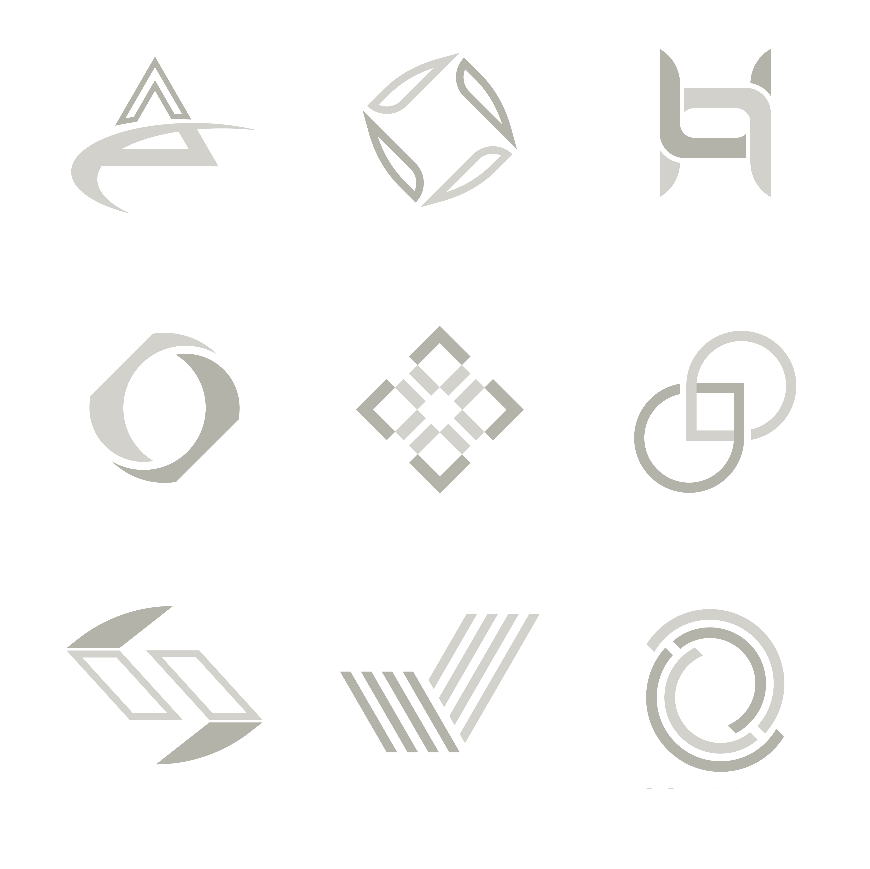
The meeting concluded at 02:00 PM. The next meeting is scheduled for February 19th, 2024, at 09:00 AM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 6**

**Date:** February 19th, 2024

**Time:** 09:00 AM - 01:00 PM

**Location:** PSB Main Wing A14 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| Li Yang and Suhain were put in charge of completing the use case description. Marcus and Diing Yang were put in charge of completing the activity diagram. All other tasks have been completed. |
| --- |

**Agenda**

| **Topic** |
| --- |
| GitHub repository |
| GitKraken and Git for Code |
| Presentation slides on Canva |
| Use Case Descriptions |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Team was informed of the usage of Git and GitKraken, and to familiarize with them | March 1 |
| Presentation slides for the progress of the project can be started | February 26 |
| Developers can start researching and coding the front and back-end of the website | February 26 |
| Li Yang and Suhain continue writing use case descriptions, to be reviewed next week | February 26 |

**Adjournment**

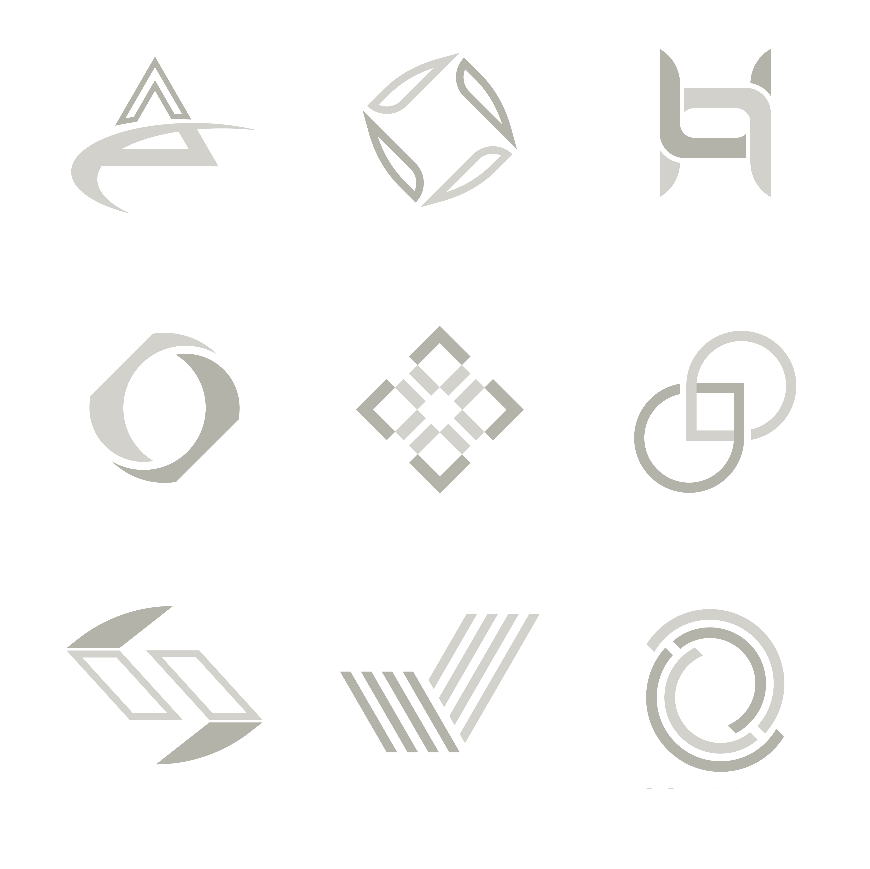
The meeting concluded at 01:00 PM. The next meeting is scheduled for February 26th, 2024, at 09:00 AM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 7**

**Date:** February 26th, 2024

**Time:** 09:00 AM - 01:00 PM

**Location:** PSB Main Wing A12 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| The GitHub repository mentioned last week was created, and all the team members were made aware of its usage. Half of the use case descriptions were written up and nearly completed. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Discuss presentation assignment roles |
| Discuss the final report |
| Assign members to complete use case descriptions |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| All members are assigned to complete the presentation slides, to be reviewed every week | March 4 |
| Progress on the slides and report are to be presented every week | March 4 |

**Adjournment**

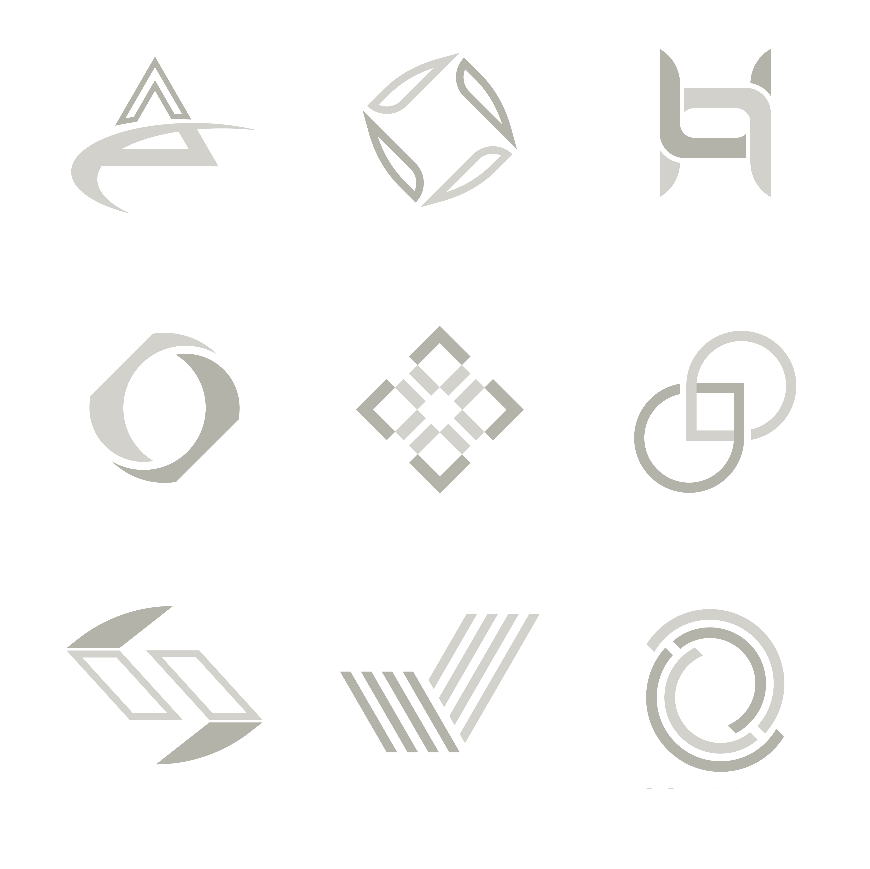
The meeting concluded at 01:00 PM. The next meeting is scheduled for March 4th, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 8**

**Date:** March 4th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing A10 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| The initial portion of the report has been written. Use case descriptions are nearly completed, and slide 1 of presentation slides has been created. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Discuss about methodologies used |
| Review UI design |
| Discuss progress on presentation slides |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| All members are assigned to continue working on the presentation slides, to be reviewed every week | March 11 |
| Progress on the report are to be presented every week | March 11 |
| Li Yang and Suhain to continue writing use case descriptions, to be reviewed next week | March 11 |
| Li Yang, Kennedy, and An to continue designing and refining UI | March 11 |

**Adjournment**

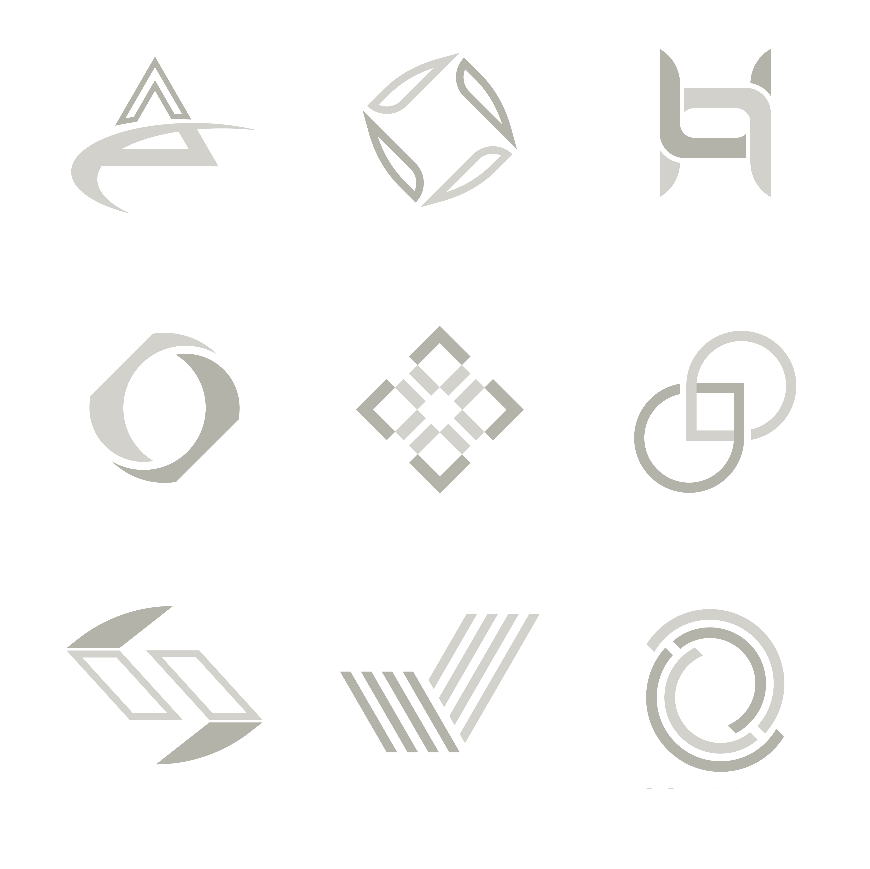
The meeting concluded at 02:00 PM. The next meeting is scheduled for March 11th, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 9**

**Date:** March 11th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing A10 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| Li Yang and Suhain have completed the Use Case Descriptions and will refine it further by correcting any mistakes and adding more alternative flows and exceptions. An has completed the new UI design; design to be discussed by the whole team and refined. Report and slides still in progress. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Discuss the scrollbar function for the “courses” sidebar |
| Discuss search function for the adding new modules to a semester’s course |
| Discuss the use case descriptions for the “include” use cases (add, delete, edit account) |
| Discuss changes to be made to Use Case Diagram |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| “Manage Program Major” Use Case deemed to be unnecessary and should be removed. | March 11 |
| The “include” use cases must have their own Use Case Descriptions. | March 18 |
| Scrollbar function to include “compress” and “sort” buttons to aid in usability; Changes must be made to the UI in Figma. | March 18 |
| Course search function should only display courses in BIT. | March 18 |

**Adjournment**

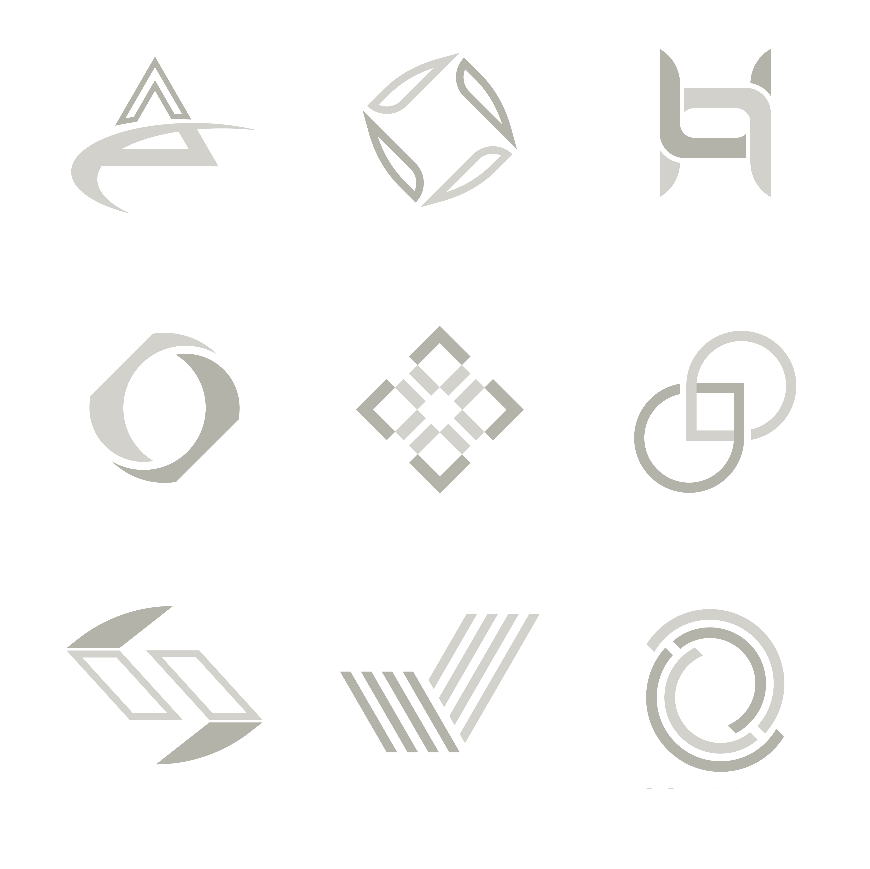
The meeting concluded at 12:50 PM. The next meeting is scheduled for March 18th, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 10**

**Date:** March 18th, 2024

**Time:** 12:00 PM - 12:50 PM

**Location:** PSB Main Wing A10 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

| Li Yang and Suhain have finished the Use Case Descriptions. Search and scrollbar functions in the previous meeting have been changed. The UI has been updated and changed. |
| --- |

**Agenda**

| **Topic** |
| --- |
| UI Design |
| Report Writing |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Diing Yang, Li Yang, and An will redo the administrator view due to conflicting opinions on design | March 20 |
| The whole team will focus on writing the report, which will be checked by the Project Manager and Deputy Project Manager. | March 24 |
| Kennedy, Li Yang, and An will continue to make refinements to the UI. | March 25 |

**Adjournment**

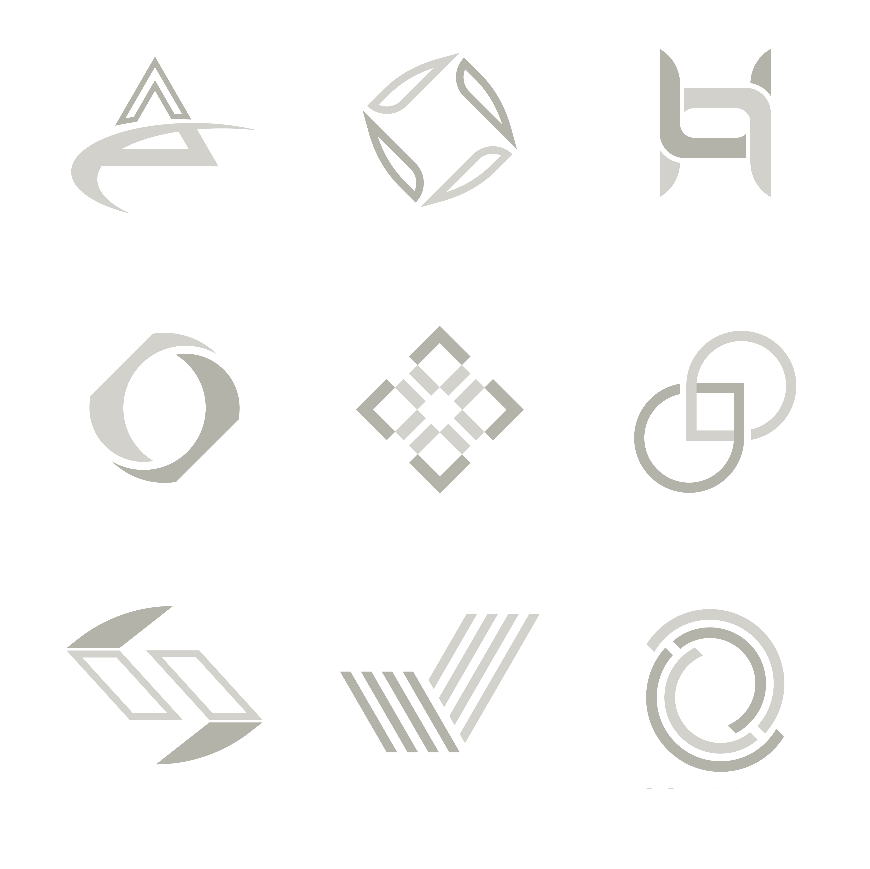
The meeting concluded at 12:50 PM. The next meeting is scheduled for March 25th, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 11**

**Date:** March 25th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing A03 Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |

**Absentees**

| Thi An Doan |
| --- |

**Matters from Previous Meeting**

| Diing Yang, Li Yang, and An have redesigned the administrator view. The Research Background, Aims, and Methods and Activities sections of the report have been finished. The Results, Ethics, and Individual Sections are left remaining of the report. After micro adjustments to the UI design in figma have been made, the UI design is considered completed. |
| --- |

**Agenda**

| **Topic** |
| --- |
| Report Writing |
| Presentation Slides |

**Agenda Items**

| **Decision** | **Deadlines** |
| --- | --- |
| Introduction, Background, Closing, and Project Planning and Management section of the presentation slides to be done by Chung Li Yang. | March 31 |
| Aims section of the presentation slides to be done by Marcus. | March 31 |
| Methods section of the presentation slides to be done by Suhain. | March 31 |
| Activities section of the presentation slides to be done by both Kennedy and An. | March 31 |
| Results section of the presentation slides to be done by Diing Yang. | March 31 |
| Continuation of report writing to be done by the whole team. | March 31 |

**Adjournment**

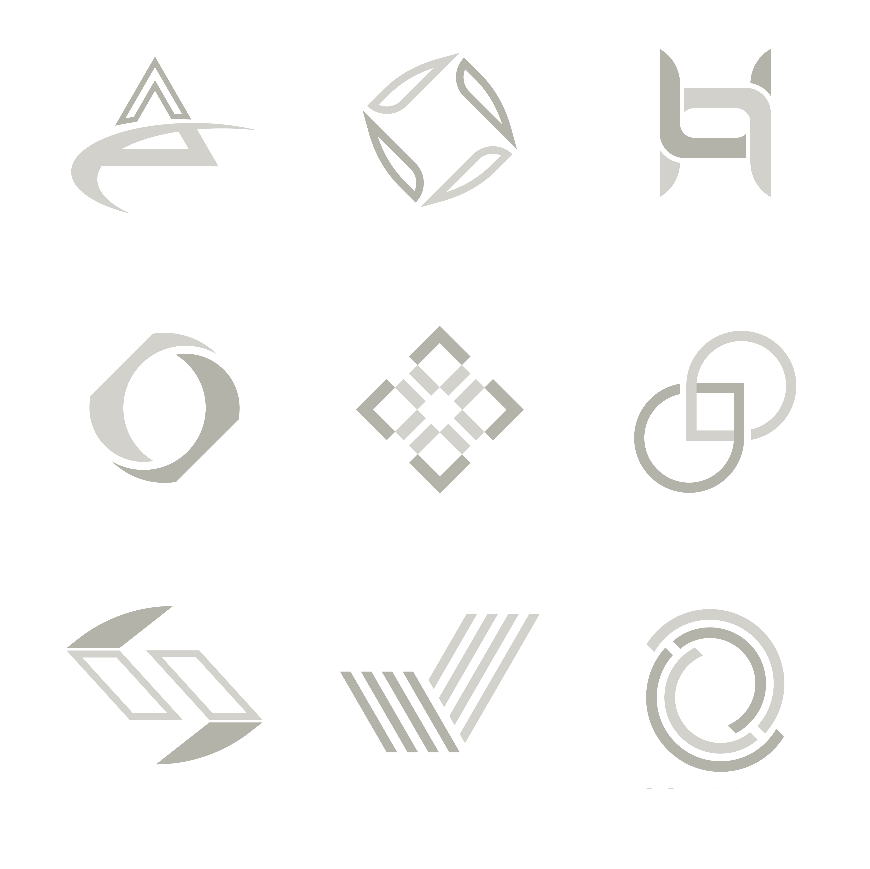
The meeting concluded at 12:30 PM. The next meeting is scheduled for April 1st, 2024, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 12**

**Date:** March 11th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing ? Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

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| --- |

**Agenda**

| **Topic** |
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**Agenda Items**

| **Decision** |
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**Adjournment**

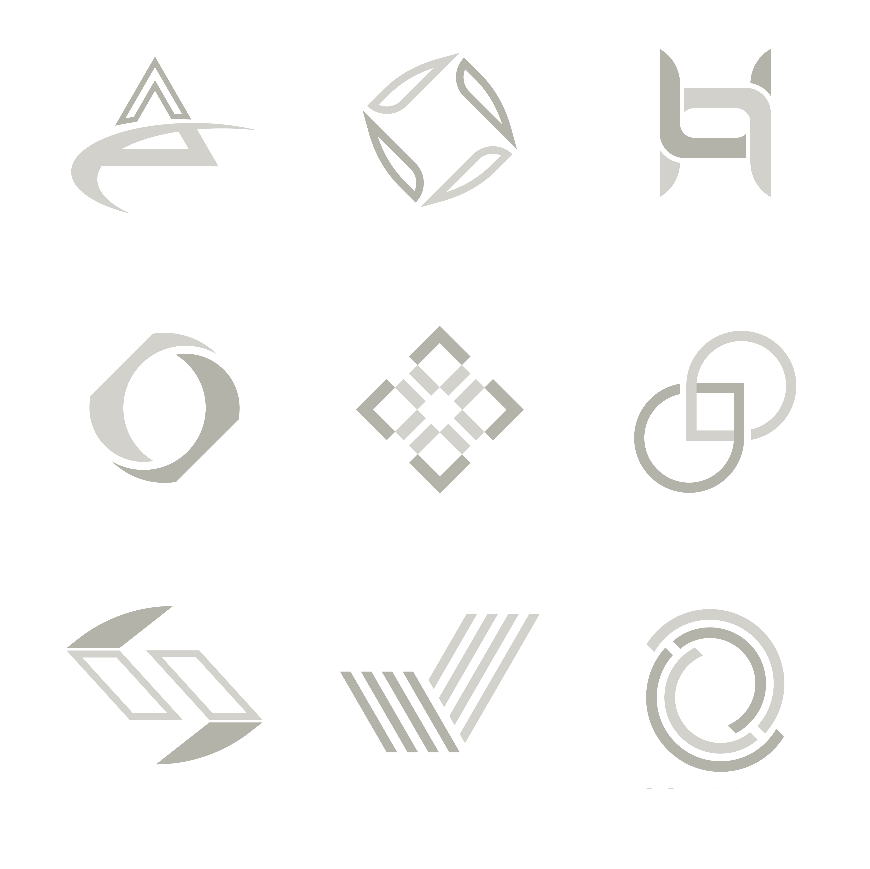
The meeting concluded at 02:00 PM. The next meeting is scheduled for March 18th, 2023, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 13**

**Date:** March 18th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing ? Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

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| --- |

**Agenda**

| **Topic** |
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**Agenda Items**

| **Decision** |
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**Adjournment**

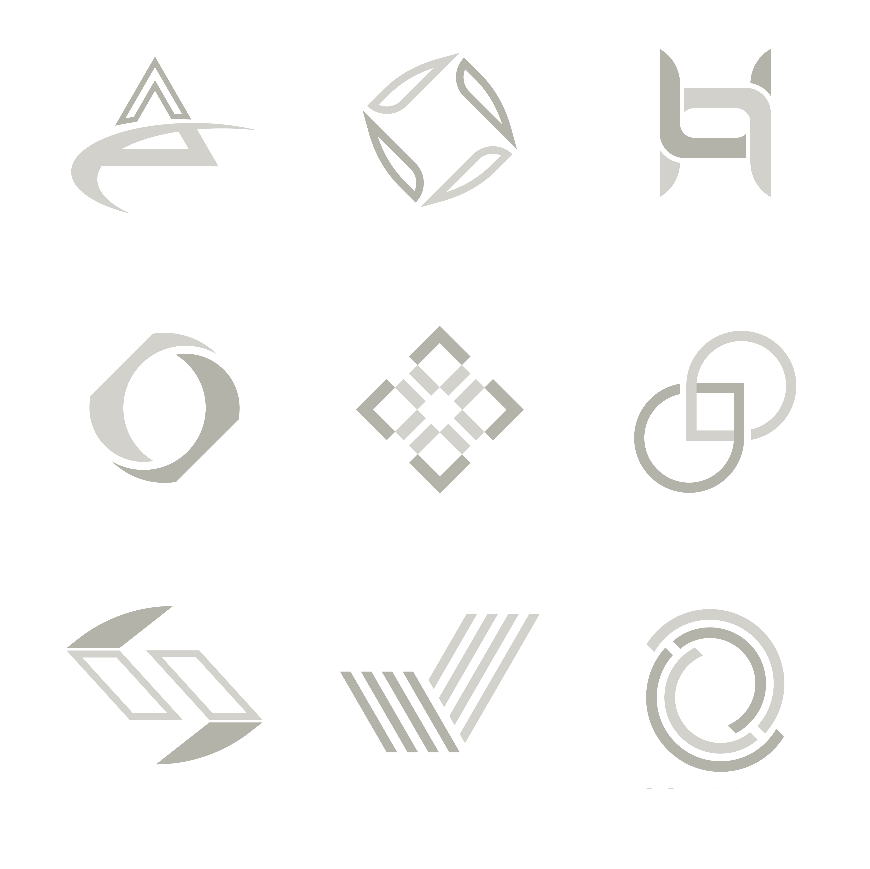
The meeting concluded at 02:00 PM. The next meeting is scheduled for March 18th, 2023, at 02:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 14**

**Date:** March 18th, 2024

**Time:** 02:00 PM - 04:00 PM

**Location:** PSB Main Wing ? Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

|  |
| --- |

**Agenda**

| **Topic** |
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**Agenda Items**

| **Decision** |
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**Adjournment**

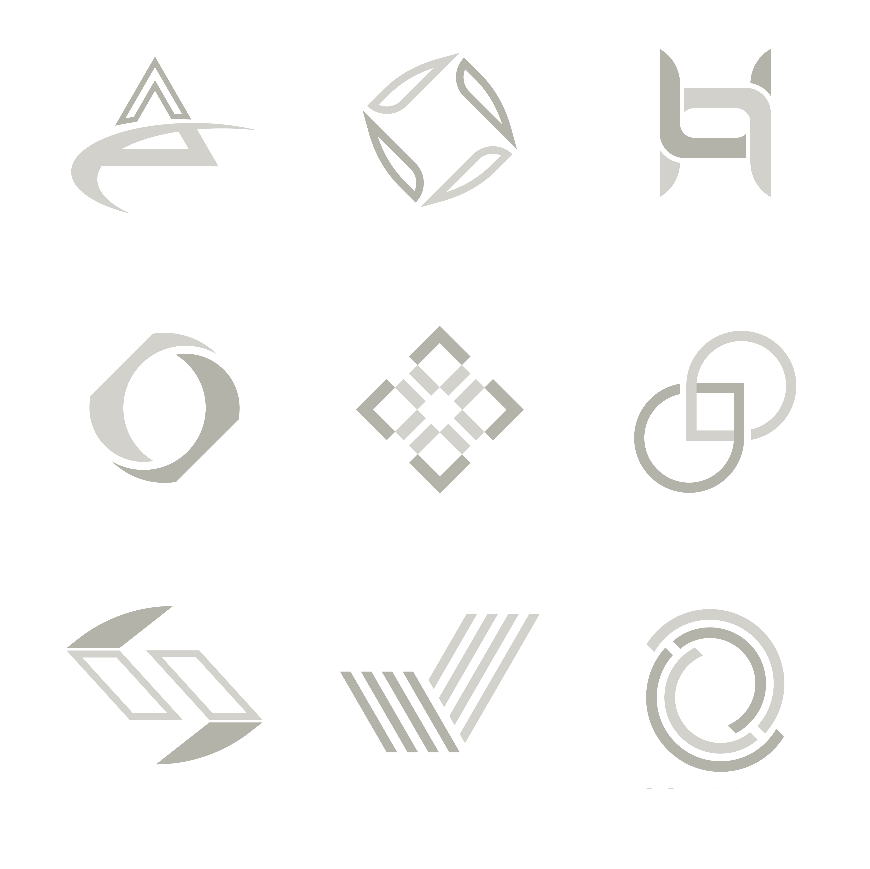
The meeting concluded at 04:00 PM. The next meeting is scheduled for March 25th, 2023, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 15**

**Date:** March 25th, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing ? Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

|  |
| --- |

**Agenda**

| **Topic** |
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**Agenda Items**

| **Decision** |
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**Adjournment**

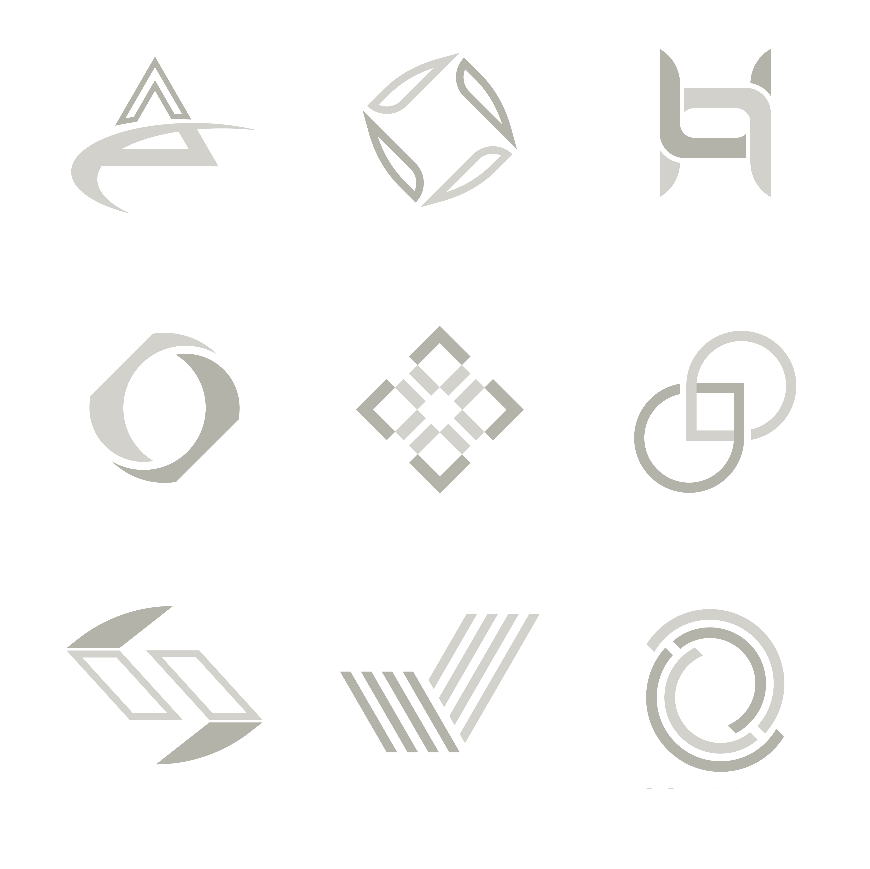
The meeting concluded at 02:00 PM. The next meeting is scheduled for April 1st, 2023, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie

**Meeting Notes 16**

**Date:** April 1st, 2024

**Time:** 12:00 PM - 02:00 PM

**Location:** PSB Main Wing ? Classroom

**Attendees**

| Chung Li Yang |
| --- |
| Kennedy Tan |
| Loh Diing Yang |
| Marcus Tan Wei Jie |
| Somasiri Suhain |
| Thi An Doan |

**Absentees**

| N/A |
| --- |

**Matters from Previous Meeting**

|  |
| --- |

**Agenda**

| **Topic** |
| --- |
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**Agenda Items**

| **Decision** |
| --- |
|  |
|  |
|  |

**Adjournment**

The meeting concluded at 02:00 PM. The next meeting is scheduled for April 5th, 2023, at 12:00 PM.

**Prepared by:**

Chung Li Yang

**Reviewed and Approved by:**

Marcus Tan Wei Jie