

**Weekly Meeting Report
Community Project (SE6101)
Faculty of Computing
Sabaragamuwa University of Sri Lanka**

Student's Details

Name	Janarthan Vijayakumar
Index Number	19APSE4376
Project Group No	Group 07
Academic Year	2019/2020
Department	Department of Software Engineering

Semester	Week No	Meeting Date	Meeting Summary
6	1	15.10.2024	<p>Project requirements received (problem). The project team received the initial problem statement and an overview of the project requirements.</p> <p>Contribution: Participated in understanding the project requirements and identified key features like Course Fees and Payment system and Post Completion Management. Assisted in outlining these core features for the project scope.</p>

Internal Supervisor's Confirmation

Name of the Internal Supervisor :

Date :

Signature :

Semester	Week No	Meeting Date	Meeting Summary
6	2	09.11.2024	<p>Divide parts. The project team divided the tasks into smaller components, each focusing on a specific feature or module.</p> <p>Contribution: Contributed to the task division, focusing on breaking down Course Fees and Payment into sections like fee structure, payment receipt integration, and displaying as table. I also worked on defining the scope for Post Completion Management, focusing on completion tracking, follow-up interns, and Admin management of post completion.</p>

Internal Supervisor's Confirmation

Name of the Internal Supervisor :

Date :

Signature :

Semester	Week No	Meeting Date	Meeting Summary
6	4	12.11.2024	<p>First proper meeting with stakeholders to clarify requirements. The meeting with stakeholders focused on clarifying the project requirements, discussing deliverables, and setting expectations.</p> <p>Contribution: Played an active role in clarifying the detailed requirements for Course Fees and Payment, including payment options, receipt submission, and integration with financial systems. Additionally, clarified Post Completion Management features like tracking post-course activities, Access the system, and Displaying tables.</p>

Internal Supervisor's Confirmation

Name of the Internal Supervisor :

Date :

Signature :

Semester	Week No	Meeting Date	Meeting Summary
6	8	24.12.2024	<p>Receive feedback on prototype. The team received feedback on the initial prototype based on the stakeholders' review.</p> <p>Contribution: Analyzed the feedback for both Course Fees and Payment and Post Completion Management features with Figma Prototype. Adjusted the payment receipt submission module to support additional features as suggested. Incorporated feedback into improving post-completion activities by adding features.</p>

Internal Supervisor's Confirmation

Name of the Internal Supervisor :

Date :

Signature :

Semester	Week No	Meeting Date	Meeting Summary
6	12	23.01.2024	<p>First meeting with the internal supervisor to show project progress. The internal supervisor assessed the progress of the project and provided guidance.</p> <p>Contribution: Demonstrated progress on Course Fees and Payment, showcasing integration with payment receipt submission and displaying features. Presented the status of Post Completion Management, including the completion tracking mechanism, form submission, and displaying modules. Received valuable feedback for improvements.</p>

Internal Supervisor's Confirmation

Name of the Internal Supervisor :

Date :

Signature :

Semester	Week No	Meeting Date	Meeting Summary
6	14	21.02.2024	<p>Second meeting with the internal supervisor to show project progress and receive feedback. The internal supervisor reviewed the project's final progress and gave recommendations.</p> <p>Contribution: Presented final versions of Course Fees and Payment and Post Completion Management. Incorporated feedback regarding the user interface, added additional report customization options for payment records, and adjusted improvement of the feedback process for post-completion activities.</p>

Internal Supervisor's Confirmation

Name of the Internal Supervisor :

Date :

Signature :