

# Meeting Minutes

| Subject  |                        |  |                     |
|--|------------------------|--|---------------------|
| 3rd Group Meeting - Lab 1  |                        |  |                     |
| Date, Time (duration) and Venue  |                        |  |                     |
| <ul style="list-style-type: none"> <li>21 Aug 2022 2200 hrs – 0000 hrs</li> <li>Zoom</li> </ul>  |                        |  |                     |
| Attendees  |                        | Non-Attendees  |                     |
| <ul style="list-style-type: none"> <li>Lee Xuan Hua</li> <li>Alwin Chai</li> <li>Fabrianne Effendi</li> <li>Dario Ang</li> <li>Foo Zhi Kai</li> <li>Yam Hui Jing</li> <li>Wong Li Han</li> </ul> |                        | <ul style="list-style-type: none"> <li>NIL</li> </ul>  |                     |
| Chaired by   |                        |  | Lee Xuan Hua        |
| Last meeting minutes have been reviewed  |                        |  | Yes                 |
| Progress Updates   |                        |  |                     |
| Task   | Problem/Issue/Progress | Solution/Action  | Taken by & deadline |
| Task1  | Assumptions on Project | The web application is used for zoom proctoring during examination. The invigilators can warn/penalise the red-flagged students right away   | Team / 21 Aug 2022  |
| Task2  | Project Proposal Brief | The team went through the important sections of the project proposal to ensure that the team is aligned on the general direction.<br>This includes the following: <ul style="list-style-type: none"> <li>- Application Name</li> <li>- Objectives</li> <li>- Main Functionalities</li> </ul> | Team / 21 Aug 2022  |

|       |   |   |                    |
|-------|---|---|--------------------|
|       |   | <ul style="list-style-type: none"> <li>- Technologies and Platforms</li> <li>- Project Management</li> </ul>  |                    |
| Task3 | Deciding on the Name of the Web Application       | Our group agrees to name our web-based application and desktop-based application as CheatWatch which acts as a cheating deterrence measure, hence creating a secure testing environment.  | Team / 21 Aug 2022 |
| Task4 | Specify Stakeholders                              | <p>There will be 2 stakeholders - students and educators (invigilators)</p> <p>Educators will be our main target audience.</p>  | Team / 21 Aug 2022 |
| Task5 | Completion of Project Proposal and Use Case Model | <p>The workload will be split in the following manner and should be completed before our next meeting:</p> <p>Project proposal (Foo Zhi Kai, Fabrianne Effendi, Yam Hui Jing)</p> <p>Use case model (Lee Xuan Hua)</p> <p>Use Case Description (Lee Xuan Hua, Alwin Chai, Dario Ang, Wong Li Han)</p> <p>Logo (Foo Zhi Kai)</p> <p>UI mockup @ Figma (Wong Li Han, Fabrianne Effendi)</p> | Team / 27 Aug 2022 |
| Task6 | Updating of Team Qualifications and Resume        | The team was reminded to update their respective qualifications and resume to the end of the project proposal by the end of today.  | Team / 21 Aug 2022 |
| Task7 | Finalising of Project Proposal and Use Case Model | Meeting will be held on 27 August 2022 to finalise the details of project proposal and use case descriptions.   | Team / 27 Aug 2022 |

|   |                                      |
|---|--------------------------------------|
| <b>The next meeting will be held</b>                  | 27 Aug 2022 (Sat),<br>2230 hrs, Zoom |
| <b>This minutes have been agreed by all attendees</b> | Lee Xuan Hua                         |