Team Members:

AZIZUL HAKIM HASSAN	**BSCS2409162**
MOHAMAD ZULKAMAL ZAHARI	**BSSE2409191**
MUHAMMAD IMAN HAQIMI ZAIDI	**BSSE2409165**
MUHAMMAD FIRDAUS UKASYAH MOHTAR	**BSSE2409163**
WONG KAI LUN	**BSSE2409079**

by,

Team 1
MAL2020 CGP (September 2024)

MINUTES OF MEETING

MAL2020
COMPUTING GROUP PROJECT

Minutes of Meeting
Date: November 12, 2024
Time: 3:00 PM - 4:00 PM
Location: Counselling Room

Attendees:

- Client Representative (ICT Team)

- Project Manager (Azizul Hakim)

- Back-End Developer 1 (Firdaus Ukasyah)

- Back-End Developer 2 (Zulkamal)

- Front-End Developer 1 (Iman Haqimi)

Agenda:

1. Review of system proposal and feedback

2. Discussion of system architecture components

3. Agreement on next steps

Meeting Minutes:

1. **Review of System Proposal and Feedback**

    o The project manager presented the proposal outlining the system's core features, architecture, and timeline.

    o The ICT Team provided a lot of feedback, highlighting areas that need improvement, especially regarding the user interface, system features, and overall architecture. It was agreed that the proposal requires further refinement.

2. **Discussion of System Architecture Components**

    o It was decided that, in addition to improving the proposal, the system architecture should be prepared with the following components:

        ▪ **Flowchart:** Representing the system's workflow and core processes.

        ▪ **Database:** Detailed design for storing room and booking data.

        ▪ **Prototype:** A basic user interface prototype to demonstrate the user experience.

        ▪ **System Features:** A comprehensive list of features, including room availability, booking functionality, and admin notifications.

        ▪ **Security:** Ensuring secure access to the system and local network-based authentication.

3. **Agreement on Next Steps**

   o **It was agreed that the following actions will be taken:**

      ▪ The proposal will be revised based on the feedback and additional requirements from the ICT Team.

      ▪ The Gantt chart will be prepared to outline the project timeline and key milestones.

      ▪ The system architecture, including the flowchart, database design, prototype, system features, and security, will be prepared and discussed in the next meeting.

Action Items:

- Azizul Hakim: Revise the system proposal based on the feedback and prepare the Gantt chart.

- Iman Haqimi: Design the flowchart for the system's workflow.

- Firdaus Ukasyah: Work on the database design and ensure it is optimized for local network access.

- Zulkamal: Develop a basic prototype of the system's user interface.

- QA Specialist: Review security requirements and assist in ensuring the system is secure.

Next Meeting: December 23, 2024, to review the updated proposal, flowchart, and prototype.

Meeting Adjourned: 4:00 PM

Minutes Prepared By: [Iman Haqimi**]**