



**PENINSULA**  
**C O L L E G E**



**UNIVERSITY OF**  
**PLYMOUTH**

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by,

Team 1

MAL2020 CGP (September 2024)

## **MINUTES OF MEETING**

# **MAL2020** **COMPUTING GROUP PROJECT**

## Minutes of Meeting

**Date:** November 12, 2024

**Time:** 10:00 AM - 11:00 AM

**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)
- Front-End Developer 2 (Wong Kai Lun)

### Agenda:

1. Review of full system proposal, including Gantt chart and prototype
2. Discussion of proposal approval
3. Agreement on next steps

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### Meeting Minutes:

#### 1. Review of Full System Proposal, Including Gantt Chart and Prototype

- The project manager presented the full system proposal, which included the core features, system architecture, project timeline, and Gantt chart.
- The front-end developer also presented the prototype, demonstrating key functionalities such as room availability and the booking workflow.
- The ICT Team reviewed both the proposal and the prototype, noting the strengths and areas for improvement.

#### 2. Discussion of Proposal Approval

- The proposal has been completed and is now waiting for final approval from the ICT Team.
- The ICT Team discussed any last concerns regarding the proposal. The project manager emphasized that the proposal will be adjusted based on any feedback from the ICT Team and will proceed to development once approved.

### **3. Agreement on Next Steps**

- It was agreed that the following actions would be taken:
  - The system proposal will remain as it is, awaiting client approval.
  - Once approved, the development of the system will commence according to the timeline outlined in the Gantt chart.
  - A storyboard will be created to visually represent the system's features, particularly the user interface and user interactions.
- The development process will follow the project timeline once approval is received.

**Meeting Adjourned:** 11:00 AM

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