



Location: Counseling Room – Francis Light

Library

Date: 19/11/2025

Time: 2:30 p.m.

Meeting Minutes

Agenda items

I. System Demonstration & Client Experience

- Walkthrough of updated Kunchee system.
- Letting clients experience the improved system
- Collecting immediate reactions or suggestions

II. Discussion of Client Feedback

- What the client likes about the improvements.

Action Items	Owner(s)	Deadline	Status
Privacy control	Farah	[28/10/2025]	Completed
User Interface	Danial & Wayden	[TBC]	Completed
Function	Shahridan	[TBC]	Completed

III. Privacy and Security Disclaimer

Kunchee is designed as a **secure note and code snippet sharing web application** developed for the **Exam Unit of The Ship Campus** to ensure confidentiality, integrity, and controlled access to examination-related materials and communications.

By using Kunchee, all stakeholders agree to the following privacy and security terms:

1. Data Confidentiality

All information, notes, and code snippets shared through Kunchee are strictly confidential and accessible only to authorized users designated by the Exam Unit. Unauthorized access, distribution, or disclosure of any stored content is strictly prohibited.



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2. End-to-End Encryption

Kunchee implements end-to-end encryption to protect data in transit and at rest. The system ensures that only the sender and intended recipient can decrypt the shared information.

3. User Authentication and Access Control

Each user is required to log in using a verified institutional account. Role-based access controls are enforced to limit permissions according to user responsibilities within the Exam Unit.

4. Data Integrity and Storage

All stored data is protected from unauthorized modification or tampering. Regular integrity checks and audit logs are maintained to track system access and changes.

5. Liability and Responsibility

While Kunchee strives to maintain the highest level of data security, the development team and The Ship Campus are not liable for damages caused by user negligence, such as sharing credentials or misuse of the system.

6. Compliance with Institutional Policy

The application adheres to The Ship Campus' data protection and cybersecurity policies, ensuring alignment with ethical, academic, and regulatory standards.

Created by:

Signature:

Name:

Nur Farah Aqilah

Date:

19/11/2025

Authorized by:

Signature:

Name:

Farahzatul Shida

Date:

19/11/2025