Kunchee

Meeting Minutes
Agenda items

I. Project overview and objectives

II. Client requirements clarification

III. System design and user interface discussion

IV. Database and backend planning

V. Discussing workflow in exam unit

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

VI. **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.

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.

Kunchee

Location: Barcelona – Francis Light Library
Date: 24/10/2025
Time: 2:30 p.m.

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: 24/10/2025

Authorized by:

Signature:

Name: Farahzatul Shida

Date: 24/10/2025