



UNIVERSITY OF  
PLYMOUTH

# MAL2020

## COMPUTING GROUP PROJECT

### MEETING MINUTES

SUPERVISOR : ERIC KONG KOK WAH

EMAIL: [eric.kong@peninsulamalaysia.edu.my](mailto:eric.kong@peninsulamalaysia.edu.my)

NAME	STUDENT ID	COURSE
PAVITHIRA A/P PARAMAKURUBARAN	BSSE2506005	BSSE
NEOH JIA YI	BSSE2506008	BSSE
VARSHINI A/P SEGER	BSSE2506011	BSSE
DHEVESSHWAAR PUNNIA	BSCS2509282	BSCS
THULASI A/P G VIJAYARAJ	BSSE2509287	BSSE

# **Meeting Minutes**

**Project Title:** Internship Management System

**Date:** 23 September 2025

**Time:** 3 pm

**Venue:** Deck 1

## **Attendees**

- PAVITHIRA PARAMAKURUBARAN
- NEOH JIA YI
- VARSHINI A/P SEGER

## **Agenda**

- Present project idea and objectives
- Discuss client's problems and needs
- Collect client's input on system features

## **Discussions**

- Introduced the Intern Management System (IMS) project concept.
- Explained the system's purpose to manage internship processes efficiently.
- The client shared difficulties in tracking applications and communication.
- The client suggested features such as secure login, employer portal, and reminder notifications.
- Discussed possible AI integration for resume and application management.

## **Decisions**

- The client agreed with the proposed system idea.
- Prepare a detailed requirement document based on discussion.
- The client requested to view a draft user interface (UI) design in the next meeting.

## **Action Items**

- Design draft user interface (UI)

# **Meeting Minutes**

**Date:** 13 October 2025

**Time:** 10.30 am

**Venue:** Deck 1

## **Attendees**

- PAVITHIRA PARAMAKURUBARAN
- DHEVESSHWAAR PUNNIA
- THULASI VIJAYARAJ
- NEOH JIA YI
- VARSHINI A/P SEGER

## **Agenda**

- Review feedback from previous meeting
- Present updated project progress and UI draft
- Discuss client's additional requirements and improvements
- Confirm new features to be added

## **Discussions**

- Presented the draft UI design for the Intern Management System (IMS).
- The client reviewed the design and provided feedback on layout and functionality.
- The client suggested several feature improvements and additional requirements, including:
  - Online submission for internship forms (Consent Form, Offer Letter, Form B, Form D).
  - Integration of AI-based Resume Builder and Assessment.
  - Dashboard improvements showing application count, interview count, and internship status.
  - Calendar integration for deadlines and important internship events.
  - Gmail notifications for reminders and updates.
  - LinkedIn profile field for student visibility.
  - Enhanced admin and employer control panels.
- The client suggested features such as secure login, employer portal, and reminder notifications.
- Discussed possible AI integration for resume and application management.
- The client signed the Client Requirement Form from the previous meeting.

## **Decisions**

- Begin implementation based on the finalized requirements.
- Prepare a detailed requirement document based on discussion.
- The client requested to view a draft user interface (UI) design in the next meeting.

## **Action Items**

- Update system design according to new requirements
- Begin implementation of approved features