



PENINSULA
COLLEGE
GEORGETOWN DK266-03[P]



UNIVERSITY OF
PLYMOUTH

MAL2020

COMPUTING GROUP PROJECT

MEETING MINUTES

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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:
 - o Online submission for internship forms (Consent Form, Offer Letter, Form B, Form D).
 - o Integration of AI-based Resume Builder and Assessment.
 - o Dashboard improvements showing application count, interview count, and internship status.
 - o Calendar integration for deadlines and important internship events.
 - o Gmail notifications for reminders and updates.
 - o LinkedIn profile field for student visibility.
 - o 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