

MEETING LOG FOR SADM PROJECT

Date : 25 April 2024

Log No.: 1

TEAM NAME: AFRR

TEAM MOTTO: Work Together For Each Other's Sake

TEAM GROUND RULE: Every Member Must Contribute For Every Phase

Attendance:

Group Member Name	Signatures
1. MUHAMMAD RIFQI BIN RAZALI	✓
2. MUHAMMAD FAKHRUL RAZZI BIN MD NOOR	✓
3. MUHAMMAD AMIR ZAFRI BIN MOHD ADHAR	✓
4. RIFQI AHMAD MUSYAFFA	✓

Discussion Results/Findings:

Discussion on the task division. We also discussed background study, problem statement as well as proposed solution. We also decided to do a feasibility study to determine the technical, operational, and economic feasibility for our project. We also decided to use multiple charts to organize our project flow. The chart used is Pert Chart and Gantt Chart.

Members Contributions/Ideas

Group Member Name	Contributions/Ideas
1. MUHAMAD RIFQI BIN RAZALI	Project Planning. Report (Problem Statement, Propose Solution)
2. MUHAMMAD FAKHRUL RAZZI BIN MD NOOR	Project Planning, Report (Introduction, Background Study, Summary)
3. MUHAMMAD AMIR ZAFRI BIN MOHD ADHAR	Objectives and Work Breakdown Structure (WBS)
4. RIFQI AHMAD MUSYAFFA	Report (Scope of the Project), Project Planning (Pert Chart, Gantt Chart)

GROUP NAME: