**Meeting Minutes**

Date and Time: 4th July 2024, 18:30

Venue: Wikie Edge (Kaplan Campus)/Zoom

**Meeting Attendees**

Prasenan Akhil

Nyan Tun Linn

Muhammad Murtadha Bin

John Haresh S/O Krishnan

Wei Chuancun

Zhang Jing

**Meeting Agenda**

Agenda 1. Discussion of Software requirement specification

**Action Items**

* End user

Project manager, Team members, Admin staff

* User requirement

1. User needs identification
2. Implementation
3. Prioritisation

* System requirement

1. System features

**Next meeting**

Scheduled on ***7th July 2024*** for the Group coursework progress discussion.

System Functional and non-functional requirements to be discussed in the next meeting

**Additional notes**

Continue to have a discussion for the SRS in details.