

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 19 – Crowdfunding for the Sick	
Present	MS TEO LOO SEE LEK JING KAI LUONG HONG KHANH NG MING YAO SAW ZHE JIAN PEARLYN OOI PEI LING	
Venue	Zoom UOW	
Date	17 th February 2021	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION By
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> Progress Update & Enquiry 	All
2	Meeting officially starts at 3.31p.m.	
3	Progress Update & Enquiry	
3.1	<ul style="list-style-type: none"> Ms Teo advised us to take note of the configuration management and make sure all of our documents have it. Khanh clarifies with Ms Teo about the test plan. <ul style="list-style-type: none"> Ms Teo corrects us on the Approval part in the document which only requires team leader/product manager to approve it. Ms Teo reminded us to submit Peer Assessment and Group Contribution together with the project and also submit the reflective diary individually. The team decided to <ul style="list-style-type: none"> Divide the test case and test plan to be sprint by sprint. Have meeting minutes included in the project progress report. Have all documents and website done by 19th February 2021 (Friday) and prepare for submission. 	All

	<ul style="list-style-type: none">○ Have the next meeting with Ms Teo on 25th February 2021 (Thursday), 3.30 p.m.	
4	Meeting officially ended at 4.18 p.m.	

Prepared By: Ng Ming Yao