

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 18 – 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	10 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 3.41p.m.	
3	Progress Update & Enquiry	
3.1	<ul style="list-style-type: none"> Zhe Jian updates Ms Teo about our progress on the online platform. <ul style="list-style-type: none"> Ms Teo advised us to double check that all the core functions are implemented in our platform. Pearlyn updates Ms Teo about our progress on the documents. <ul style="list-style-type: none"> Ms Teo corrects us on the Design Documentation as we need to add in all the diagrams and things that are related to designing the platform. Things such literature review are not needed and can be removed. We are required to do a test plan for each sprint of our project. Ms Teo also clarified with us that the “technical report” is not a report, it is a folder consisting of all the documents we did. 	All

Prepared By: Ng Ming Yao