

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 6 – 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	18 th November 2020	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION By
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> Review on first submission of Project Requirement Document Presentation 	All
2	Meeting officially starts at 3.32p.m.	
3	Review on first submission of Project Requirement Document	
3.1	<ul style="list-style-type: none"> Ms Teo suggests that the Conclusion part should make a more specific conclusion. She also said that Literature Review should include online crowdfunding. Part of the Executive Summary could be placed at the Overview. Ms Teo also suggested that we could explain why we have certain features and why we don't have certain features. SWOT analysis should be changed to a better diagram and conclusion should be drawn from it. Ms Teo also suggests we draw conclusions at the Payment Option. 	All

	<ul style="list-style-type: none"> Some of the columns in Cost Estimation could also be combined such as the manpower cost. Ms Teo also suggested that we could improve on the use case diagram by combining some of the User's use cases. All use cases should be done by the time of final submission. 	
3.2	<ul style="list-style-type: none"> Things to do <ul style="list-style-type: none"> Complete all changes for the Project Requirement Document. Start doing prototyping. 	All
4	Presentation	
4.1	<ul style="list-style-type: none"> Ms Teo says that we need to prepare a simple slide for the presentation. Only 1 slide will be needed for each element in the presentation. Everyone must speak during the presentation. We should spend more time at the prototype demo. Dry run should be carried out before the presentation. 	
5	Meeting officially ended at 3.51p.m.	

Prepared By: Ng Ming Yao