

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 7 – 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	9 th December 2020	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION By
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> Review on Project Requirement Document Others 	All
2	Meeting officially starts at 3.33p.m.	
3	Review on Project Requirement Document	

3.1	<ul style="list-style-type: none"> • Zhe Jian seeks clarification from Ms Teo about the use case diagram in the report. <ul style="list-style-type: none"> ◦ Ms Teo clarifies that some of the bubbles in the level 1 use case diagram can be combined such as register account, update account, close account can be simplified into one as “manage accounts”. • Zhe Jian seeks advice from Ms Teo about what we should focus on for the next phase of the project. <ul style="list-style-type: none"> ◦ Ms Teo advised us that we should always aim to produce a working platform at the end of the project. ◦ But at the current stage, we should focus on completing the documents and also building the prototype. ◦ We should also plan out all our sprints and what we plan to achieve at each sprint. 	All
4	Others	
4.1	<ul style="list-style-type: none"> • Zhe Jian follow up with everyone’s progression. <ul style="list-style-type: none"> ◦ Zhe Jian and Jing Kai will focus on building the prototype. ◦ Ming Yao, Pearlyn and Khanh will focus on completing the reports, preparing slides for presentation and also doing the test cases. • Dry run will be carried out on 30th December 2020 together with Ms Teo. • Next weekly meeting will be moved to Thursday. 	
5	Meeting officially ended at 4.02 p.m.	

Prepared By: Ng Ming Yao