

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 5 – 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	11 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 Project Requirement Documentation Review on Business Plan Others 	All
2	Meeting officially starts at 3.30p.m.	
3	Documentation	
3.1	<ul style="list-style-type: none"> Review on Project Requirement Documentation <ul style="list-style-type: none"> Ms Teo commented that the document is lacking in the business flow. We should also be clear of the relationship between the supporter and organiser as a user can be both of it. Ms Teo also reminds us to check on the standard for use case diagrams and make sure we are drawing it correctly. Zhe Jian clarifies with Ms Teo about her comments for the document. Ms Teo advised us that we should write about ourselves (Who are we, what are we doing, etc.) in the overview section. The proposed solution also 	All

	<p>should have a summary of what we are going to do in our system (Why are we better than others). We should also add in a level one use case diagram above the user story.</p> <ul style="list-style-type: none"> • Ms Teo also reminds us to focus more on looking at the system's functionality rather than spending too much effort on developing. • Review on Business Plan <ul style="list-style-type: none"> • Hong Khank seeks advice from Ms Teo about the business plan. • Ms Teo advised that we should complete the document as soon as possible. We should also ensure the documents tally with our project's objective. • Ms Teo also advised us to add a cost estimation in the business plan. Payment strategy should also be written in the project requirement document. 	
3.2	<ul style="list-style-type: none"> • Things to do <ul style="list-style-type: none"> ○ Changing the overview section. ○ Summary table added in a column for our own system. ○ Improve the proposed solution section. ○ Non-functional requirements should be below functional requirements. ○ Add in level one use case diagram. ○ Update use case description. ○ Completing business plan. ○ Adding cost estimates into the business plan document. 	All
5	Others	
5.1	<ul style="list-style-type: none"> • Ms Teo reminds us to focus on the documents for the coming submission. • We will meet at the same time next week with Ms Teo after the submission. 	All
6	Meeting officially ended at 4.16p.m.	

Prepared By: Ng Ming Yao