

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 16 – 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	27 th January 2021	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION By
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> • Submission Clarification • Others 	All
2	Meeting officially starts at 3.30p.m.	
3	Submission Clarification	

3.1	<ul style="list-style-type: none"> Things to be submitted <ul style="list-style-type: none"> Meeting Minutes Source code Technical Report <ul style="list-style-type: none"> Test Plan and Test Lodge Design Specification Project Progress Report Project Requirement Specification User Manual Peer Assessment and Group Contribution Reflective Diary Demo <ul style="list-style-type: none"> Overview of Project Objectives of Project Research Performed Hierarchical Diagram Tools Used Task Allocation Design & Implementation Project Demo 	All
4	Others	
4.1	<ul style="list-style-type: none"> Ms Teo commented on our reflective diary <ul style="list-style-type: none"> Lessons learnt need to be included into the diary. We will have a dry run for the final presentation. Next meeting with Ms Teo will be on 10th February 2021, 3.30p.m. 	All
4	Meeting officially ended at 3.56 p.m.	

Prepared By: Ng Ming Yao