

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 2 – 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	21 st October 2020	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> Documentation Discussion Programming Discussion 	All
2	Meeting officially starts at 3.33p.m.	
3	Documentation Discussion	
3.1	<ul style="list-style-type: none"> Analysis of Market Research of different crowdfunding platforms need to be done in a table form. <ul style="list-style-type: none"> Compare the pros and cons. Conclusion needs to be drawn. Project progress reports need to be done. <ul style="list-style-type: none"> Include work done and Gantt charts. First draft of the business plan will be created. 	All
4	Programming Discussion	
4.1	<ul style="list-style-type: none"> User stories for the project will be included into the Project Requirement Documentation. 	All
5	Meeting officially ended at 4.13p.m.	

Prepared By: Ng Ming Yao