Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)	
Subject	**FYP Supervisor Meeting 4 – 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	4ᵗʰ November 2020
Time	1530hrs – 1630hrs

S / NO.	ITEMS	ACTION By
1	**Meeting Objectives (Supervisor Meeting)**	
1.1	• Review of the project documents. • Question on programming and prototyping. • Others.	All
2	**Meeting officially starts at 3.34p.m.**	
3	**Documentation**	

3.1	• Review of Project Requirement Documentation
	  • Ms Teo commented on the use case diagram which we use the notation wrongly. Ms Teo suggested we use Umlet to draw the diagram.
	  • Ms Teo also says that it is good to have the sequence diagram in the report but not compulsory.
	• Review on Project Progress Report
	  • Ms Teo confirms that the format is ok, as long as it captures all the critical main information.
	  • Ms Teo says that the gantt chart is supposed to be in the project requirement document but it is fine if we want to be at both sides.
	• Review on Business Plan
		All

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	• Hong Khank seeks clarification with the project supervisor about the business plan. • Ms Teo reminds us that we must focus on our main objective which is "Crowdfunding for the Sick".	

3.2	• Things to do
	   • Continuation of Project Requirement Documentation
	   • Continuation of Business Plan
	   • Continuation of Project Progress Report
	   • Meeting minutes.
		Pearlyn, Ming Yao & Hong Khanh

4	**Programming**	

4.1	• Question on programming and prototyping
	   • Jing Kai seeks clarification with the project supervisor about whether the website prototype is okay.
	   • Ms Teo reminds us that we must focus on the functionality and the business flow.
	   • Ms Teo also reminds us we must make sure we capture all the features that are stated in the project requirement document.
	   • Ms Teo reminds us that we must decide on all the actors on our platform.
		All

4.2	• Things to do • Continuation on the platform prototype.	Jing Kai, Zhe Jian
5	**Others**	
5.1	• Ms Teo reminds us to focus and firm up on the functionality of the project. • We will meet at the same time next week with Ms Teo. • Ms Teo also reminds us to submit all the required documents on time.	All
6	**Meeting officially ended at 3.55p.m.**	

Prepared By: Ng Ming Yao