

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 3 – 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	28 th October 2020	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION By
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> Review of Project Requirement Documentation Review of Project Progress Report Questions on Business Plan Clarifications on Meeting Minutes 	All
2	Meeting officially starts at 3.31p.m.	
3	Documentation	
3.1	<ul style="list-style-type: none"> Review of Project Requirement Documentation <ul style="list-style-type: none"> Pearlyn seeks clarification with the project supervisor about the content of project requirement documentation. Ms Teo states that we need to draw conclusions from the different types of crowdfunding and how it affects our project. Ms Teo also reminds us that the important part of the report is the functional and non-functional requirements. We should also draw the diagram so that we could discuss it with her about it. Things that we need to be clear are: 	All

	<p>I. Who are you? A software house? An organisation?</p> <p>II. Who are you building the system for? Who are your users?</p> <p>III. What can the user perform on your system?</p>	
3.2	<ul style="list-style-type: none"> Review of Project Progress Report <ul style="list-style-type: none"> Ming Yao seeks clarification with the project supervisor about the project progress report. Ms Teo corrected us about the concept of sprint. <ul style="list-style-type: none"> I. In a sprint you must deliver something, a system or a prototype. II. A sprint would be a full SDLC cycle. III. Thus, in week 1 and 2 would be meeting 1 and 2 not a sprint. 	All
3.3	<ul style="list-style-type: none"> Questions on Business Plan <ul style="list-style-type: none"> Hong Khanh seeks clarification with the project supervisor about the business plan. Ms Teo agreed with the business plan's content page just that we need to fill in all the content of the report. 	All
3.4	<ul style="list-style-type: none"> Clarifications on Meeting Minutes <ul style="list-style-type: none"> Zhe Jian seeks clarification with the project supervisor about the meeting minutes format. Ms Teo corrected us about the format that we need to fill in more details in the minutes and not just the meeting agenda. 	All
3.5	<ul style="list-style-type: none"> Things to do <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Question on programming <ul style="list-style-type: none"> Jing Kai seeks clarification with the project supervisor about whether it is okay for us to start doing the actual program in the first phase of FYP. Ms Teo replied that it is fine if we are able to do it as the project plan is just a reference for us to look at. Ms Teo reminds us that if we want to do the program we need to produce the full sprint. 	All

4.2	<ul style="list-style-type: none"> Things to do <ul style="list-style-type: none"> Design Wireframe for Registration, Login, Logout function Frontend implementation Backend implementation 	Zhe Jian & Jing Kai
5	Others	
5.1	<ul style="list-style-type: none"> Ms Teo reminds us that the submission will be at the end of week 5 so we need to try to catch up the pace. Ms Teo also suggests that we have weekly meetings with her to ensure we are on the right track. Ms Teo advised us to send her our documents frequently to let her check it so that she can help us to point out our errors. 	All
6	Meeting officially ended at 4.15p.m.	

Prepared By: Ng Ming Yao