

Meeting Minutes with Supervisor

SIM Global CSIT321 (FYP-20-S4-20)		
Subject	FYP Supervisor Meeting 8 – 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	17 th December 2020	
Time	1530hrs – 1630hrs	
S / NO.	ITEMS	ACTION By
1	Meeting Objectives (Supervisor Meeting)	
1.1	<ul style="list-style-type: none"> Progress Review Others 	All
2	Meeting officially starts at 3.30p.m.	
3	Progress Review	
3.1	<ul style="list-style-type: none"> Zhe Jian updates everyone on the prototype website. For presentation wise, static pages will be shown as there is not enough time to complete all the functionality in the actual website. Ms Teo commented that we must make sure the business flow is there and the flow must be smooth. All the analysis must be done by the presentation and we must focus on the details during the prototyping. Pearlyn updates everyone on the Project Requirement Documents. Zhe Jian clarifies that we could do the sequence diagrams for all the user stories that we have implemented first and only complete the other half after the presentation. 	All

	<ul style="list-style-type: none"> • Khanh clarifies with Ms Teo about the format for hierarchy diagrams. 	
4	Others	
4.1	<ul style="list-style-type: none"> • Next meeting with Ms Teo will be 3.30 p.m., 24th December 2020. • Presentation time slot for our group will be on 2nd January 2021, 9.30 a.m. 	
5	Meeting officially ended at 4.02 p.m.	

Prepared By: Ng Ming Yao