

Monash University Malaysia

BSc Computer Science

Assignment # 3

# Appendix

## Assignment Plan & Meeting Agenda & Minutes

FIT2001 Assignment 3 - Group 30204

### **Participants:**

Tee Kai Yoong

Ng Kah Hoe

Bazil Muzaffar Kotriwala

Cheng Hsiu Quan

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# Assignment Plan

## Communication

Team members will continue to communicate through the existing WhatsApp group chat online. Members are responsible to check the group chat periodically for updates. Virtual meetings will be held using Skype and occasionally in person.

## Task Allocation

No.	Task	Allocation	Deadline
1	Review Assignment 3 and split tasks among team members	All	Meeting 1
2a	Draft mockup for external functionalities	Bazil, Kah Hoe	By meeting 2
2b	Draft mockup for internal functionalities	Kai Yoong, Hsiu Quan	By meeting 2
3a	Discuss and digitize mockup for external functionalities	Bazil, Kah Hoe	Meeting 2
3b	Discuss and digitize mockup for internal functionalities	Kai Yoong, Hsiu Quan	Meeting 2
4	Review and edit mockup for external functionality	All	Meeting 3
5	Additional work on mockups for internal functionalities	Kai Yoong, Hsiu Quan	Meeting 4
6	Create optional mockups for iPhone	Kah Hoe, Bazil	Meeting 5
7	Final review of mockups and compile prototypes	All	Meeting 6

# Meeting Agenda & Minutes

## FIT2001 Team 30204 – Meeting 1 – 19 April 2016

### 1. Attendance and Apologies

Members present: Tee Kai Yoong, Ng Kah Hoe, Bazil Muzaffar Kotriwala, Cheng Hsiu Quan

Apologies: N/A

### 2. Minutes of previous meeting: N/A, This is the first meeting.

### 3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

### 4. Agenda

4.1. Review the Assignment

4.2. Decide which software to use to make Prototypes

4.3. Discuss Prototypes to make - allocate work

4.4. Create First Prototype - Landing Page

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
1- 4.1	Thoroughly read and understand assignment requirements	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	19 - Apr - 16, 10:30pm

1- 4.2	Test various softwares and decide which one to use.	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	19 - Apr - 16, 10:45pm
1- 4.3	Allocate internal and external functionality prototypes to two members each respectively.	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	19 - Apr - 16 11:00pm
1- 4.4	Create First Landing Page Prototype	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	19 - Apr - 16 11:52pm

**5. Concerns - N/A**

**6. Next meeting**

The next meeting is scheduled for 20 - Apr - 16, 9:30 pm at Sunway Monash Residence

## **FIT2001 Team 30204 – Meeting 2 – 20 April 2016**

**1. Attendance and Apologies**

Members present: Tee Kai Yoong, Ng Kah Hoe, Bazil Muzaffar Kotriwala, Cheng Hsiu Quan

Apologies: N/A

**2. Minutes of previous meeting:**

The meeting members confirmed acceptance of the minutes of meeting 1 on 19/4/2016 as an accurate record of that meeting.

**3. Business arising from previous meeting**

Item	Action	Person(s) Responsible	Status
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1 - 4.1	Complete Reviewing the assignment thoroughly.	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
1 - 4.2	Decide which software to use - <a href="#">Draw.io</a>	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
1 - 4.3	Allocation of particular tasks of prototypes to each member. Internal - Tee Kai Yoong, Cheng Hsiu Quan External - Ng Kah Hoe, Bazil Muzaffar Kotriwala	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
1 - 4.4	Create First Landing Page Prototype	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed

#### 4. Agenda

4.1. Discuss and Digitize the prototypes for external functionality

4.2. Discuss and Digitize the prototypes for internal functionality

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
2- 4.1	Review the external prototypes made on paper by the allocated members and then put them on software. ( <a href="#">draw.io</a> )	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	20 - Apr - 16, 11:00pm
2- 4.2	Review the external prototypes made on paper by the	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	21 - Apr - 16 1:00am

	allocated members and then put them on software. ( <a href="http://draw.io">draw.io</a> )		
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## 5. Concerns - N/A

## 6. Next meeting

The next meeting is scheduled for 24 - Apr - 16, 10:00pm on Skype.

# **FIT2001 Team 30204 – Meeting 3 – 24 April 2016**

## 1. Attendance and Apologies

Members present: Tee Kai Yoong, Ng Kah Hoe, Bazil Muzaffar Kotriwala, Cheng Hsiu Quan

Apologies: N/A

## 2. Minutes of previous meeting:

The meeting members confirmed acceptance of the minutes of meeting 2 on 20/4/2016 as an accurate record of that meeting.

## 3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
2 - 4.1	Review the external prototypes made on paper by the allocated members and then put them on software. ( <a href="http://draw.io">draw.io</a> )	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
2 - 4.2	Review the external prototypes made on paper by the allocated members and then put them	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed

	on software. ( <a href="http://draw.io">draw.io</a> )		
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#### 4. Agenda

4.1. Review the Prototypes for external functionalities

4.2. Edit and Finalize the Prototypes for external functionalities

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
3- 4.1	Review the external prototypes made by each member as allocated	Kai Yoong, Kah Hoe, Basil Muzaffar, Hsiu Quan	24 - Apr - 16, 11:00pm
3- 4.2	Edit the external prototypes as necessary and Finalize the external prototypes.	Kai Yoong, Kah Hoe, Basil Muzaffar, Hsiu Quan	24 - Apr - 16 2:30am

#### 5. Concerns - N/A

#### 6. Next meeting

The next meeting is scheduled for 25-Apr-16, pm on Skype.

## **FIT2001 Team 30204 – Meeting 4 – 25 April 2016**

#### 1. Attendance and Apologies

Members present: Tee Kai Yoong, Ng Kah Hoe, Basil Muzaffar Kotriwala, Cheng Hsiu Quan

Apologies: N/A

#### 2. Minutes of previous meeting:

The meeting members confirmed acceptance of the minutes of meeting 3 on 24/4/2016 as an accurate record of that meeting.

#### 3. Business arising from previous meeting



Item	Action	Person(s) Responsible	Status
3 - 4.1	Review the external prototypes made by each member as allocated	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
3 - 4.2	Edit the external prototypes as necessary and Finalize the external prototypes	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed

#### 4. Agenda

4.1. Review the Prototypes for internal functionalities

4.2. Edit and Finalize the Prototypes for internal functionalities

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
4 - 4.1	Review the internal prototypes made by each member as allocated	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	25 - Apr - 16, 11:00pm
4 - 4.2	Edit the internal prototypes as necessary and Finalize the internal prototypes	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	25 - Apr - 16 2:30am

#### 5. Concerns - N/A

#### 6. Next meeting

The next meeting is scheduled for 29-Apr-16, 10:45pm on Skype

## **FIT2001 Team 30204 – Meeting 5 – 29 April 2016**

### **1. Attendance and Apologies**

Members present: Tee Kai Yoong, Ng Kah Hoe, Bazil Muzaffar Kotriwala, Cheng Hsiu Quan

Apologies: N/A

### **2. Minutes of previous meeting:**

The meeting members confirmed acceptance of the minutes of meeting 4 on 25/4/2016 as an accurate record of that meeting.

### **3. Business arising from previous meeting**

Item	Action	Person(s) Responsible	Status
4 - 4.1	Review the internal prototypes made by each member as allocated	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
4 - 4.2	Edit the internal prototypes as necessary and Finalize the external prototypes	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed

### **4. Agenda**

4.1. Create optional iPhone Landing Page Prototype # 1

4.2. Create optional iPhone Landing Page Prototype # 2

4.3. Edit and Finalize iPhone Landing Page Prototypes #1 and #2

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
5 - 4.1	Create iPhone mobile version of the landing page prototype # 1	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	29 - Apr - 16, 11:45pm

5 - 4.2	Create iPhone mobile version of the landing page prototype # 1	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	30 - Apr - 16 12:20am
5 - 4.3	Edit and Finalize both the iPhone Landing Page Prototypes	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	30 - Apr - 16 12:40am

## 5. Concerns - N/A

## 6. Next meeting

The next meeting is scheduled for 01 - May - 16, 6:00 pm on Skype

# **FIT2001 Team 30204 – Meeting 6 – 01 May 2016**

## 1. Attendance and Apologies

Members present: Tee Kai Yoong, Ng Kah Hoe, Bazil Muzaffar Kotriwala, Cheng Hsiu Quan

Apologies: N/A

## 2. Minutes of previous meeting:

The meeting members confirmed acceptance of the minutes of meeting 5 on 29/4/2016 as an accurate record of that meeting.

## 3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
5 - 4.1	Create iPhone mobile version of the landing page prototype # 1	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
5 - 4.2	Create iPhone mobile version of the landing page prototype # 1	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed

5 - 4.3	Edit and Finalize both the iPhone Landing Page Prototypes	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	Completed
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#### 4. Agenda

6.1. Review all Prototypes that have been constructed

6.2. Compile all Prototypes and Documentation

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
6 - 4.1	Review all Prototypes made	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	01 - May - 16, 8:00pm
6 - 4.2	Compile all documentation and Prototypes	Kai Yoong, Kah Hoe, Bazil Muzaffar, Hsiu Quan	01 - May - 16 9:00pm

#### 5. Concerns - N/A

#### 6. Next meeting

This was the last meeting. The documentation has been completed.