

Monash University Malaysia
BSc Computer Science
Assignment # 2

3D TikTok Documentation

FIT2001 Assignment 2 - Group 30204

Submitted by:

Tee Kai Yoong
Ng Kah Hoe
Bazil Muzaffar Kotriwala
Cheng Hsiu Quan

Submitted to:

Dr. Anushia Inthiran

Date:

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System Overview

Project Description

3D TikTok® is a startup company, founded in 2014, which specializes in producing all-in-one 3D printer/scanner. In the past, the company has only released one product, namely, 3D TikTok 1.0. Although it had limited production, the product was relatively successful. After receiving a lot of public attention for their latest product prototype MyBudi® Model XD, the company plans to release a product based on that prototype and it will be the first all-in-one expandable 3D device that can scan and print objects.

The company require more funds and staff before they can turn their design to a viable product. The crowdfunding through BootStarter® and hiring services provided by third party service providers has not been satisfactory for the company and they want a customised solution for those services. In addition to that, the early investors, Earle Page and Ethel Blunt, has shown preference they want a customised solution which will serve the company's long term vision better.

The aim of this new system is mainly to expand the company's online presence, replace the third party hiring system and enabling the company to crowdfund its projects without using BootStarter®. Potential problems we might include in developing their processes include unclear requirements and lack of cooperation from the company's management with sharing information about their business processes, rendering us unable to understand the system and unable to improve them.

System Capabilities

No.	System	Functional Requirements	Non-functional Requirements
1	Main website	<ul style="list-style-type: none"> - Have the following pages: <ul style="list-style-type: none"> - Homepage - "About Us" page - Products page - Pages for each individual products - News page 	<ul style="list-style-type: none"> - Only staff with appropriate roles should be able to update the website - Website should be mobile enabled and

		<ul style="list-style-type: none"> - Promotions page - Support and page - Have links to the company's social network pages - Support e-commerce for purchase of products - Automatically send confirmation of orders to customers - Works with PurchaseBuddy® to process funds - Allow specific staff to manage website content and change pre-order sales factors - Allow specific staff to provide support services to customers via the website - Set access controls for different roles within the company - Allow staff of appropriate role to manage the website 	work on major mobile and tablet devices
2	Career	<ul style="list-style-type: none"> - Allow applicants to register and create a profile - Allow applicants to submit their curriculum vitae/resume - Staffs are able to view the profiles of the applicants - Allow staffs to respond to applications - Allow staffs to request the applicant for more information 	<ul style="list-style-type: none"> - Only staff that are involved in hiring employees are allowed to view the profiles of applicants - Applicants may only view and edit their profile and not the profile of other applicants

3	Crowdfunding	<ul style="list-style-type: none"> - Allow investors to create and manage their account - Allow investors to change their investment options, payment commitment preference - Allow investors to see the crowdfunding offerings - Allow investors to seek support - Allow staffs to manage and edit the campaign - Allow staffs to manage the reward system - Allow staffs to request system to generate reports - Works with PurchaseBuddy® to process funds 	<ul style="list-style-type: none"> - Only staffs responsible for campaigns are able to modify them and generate reports - Campaign report system and campaign member management. - Crowdsourcing mobile application and the multilingual function for the system - Investors can only view and edit their investment options
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Business benefits

- Promote 3D TikTok's products
- Ease the process of managing sales
- Hire employees more easily
- Capture investors' details easily
- Have more control on crowdfunding options
- Increases market presence.

User Stories

Pre-Ordering process for 3D TikTok's customers through the proposed website

1. As a customer, I would like to be able to see the details of the products so that I can decide whether to buy it or not.
 - Acceptance criteria:
 - The system should allow visitors to view the details of the products regardless of whether the visitor has created an account or not
2. As a customer, I want to add a product into my virtual shopping cart so that I can keep track of what items I want to purchase.
 - Acceptance criteria:
 - There should be an "Add to Cart" button on the product page which the customer can click on
 - Clicking "Add to Cart" should add the item into the customer's virtual shopping cart.
 - The user can view and edit the items in the virtual shopping cart
3. As a customer, I want to be able to pay using my credit/debit card so that I can pay at the place of my convenience.
 - Acceptance criteria:
 - Accept Visa, MasterCard, Amex
 - Accept valid credit cards - valid card number, valid expiry date, valid card verification value (CVV)
 - Generate purchase payment confirmed message
 - Generate purchase payment failed message
4. As a customer, I want a receipt for my pre-order so that I have a document to prove that I have made the pre-order.
 - Acceptance criteria:
 - Send the receipt to the customer via email
 - The receipt contains all the details of the pre-order like the list of products

pre-ordered

5. As a customer, I want to receive an alert once the product has been released so that I know when to expect the product to arrive by delivery or go to collect the product.
- Acceptance criteria:
 - Send an email to the customer once the product has been released
 - The content of the e-mail should inform the customer that the product has been released

Application capturing process for 3D TikTok's job applicants

1. As an applicant, I would like to create a profile page on the company's website so that my details can be easily viewed on one page.
 - Acceptance criteria:
 - There should be a form for the applicant to fill up in order to create a profile page
 - An email will be sent to the applicant to verify that the applicant is using his/her own e-mail address
 - An acknowledgement email will be sent to the applicant after the applicant verified his/her email address
 - There must be a login page where registered applicants need to enter their e-mail address or username and password to view and edit their profile
 - The applicant's profile will be valid for 2 weeks for the company to review. The applicant's profile will remain if the applicant is being shortlisted, else the profile will be deleted after notifying the applicant.
2. As an applicant, I would like to be able to submit my curriculum vitae/resume and personal information to the company online so that I would not have to mail it to the company manually.
 - Acceptance criteria:
 - The system allows the user to upload documents
 - The applicant is able to edit the document that is uploaded before it is reviewed by the manager
3. As a staff, I would like to view the profiles of applicants so that I can view all the details of applicants in one place.
 - Acceptance criteria:
 - Applicants must create a profile in order to apply
 - The profile page is where the staff would view the profile of the applicant
4. As an applicant, I would like to upload a video of myself highlighting my suitability for the role.
 - Acceptance criteria:

- Allow the applicant to upload a video which will be attached to their profile
 - Video length should not exceed five minutes
5. As an applicant, I would like to upload my portfolio onto the web system so that the hiring manager can view them
- Acceptance criteria:
 - The applicant must have a profile page on the website before he/she can upload their portfolios
 - The system should allow applicants to upload files in PDF or Word Format only
 - Applicants will be able to re-upload a portfolio to replace the last uploaded portfolio before the application has been reviewed.

The setting up of crowdfunding offerings for 3D TikTok's staff

1. As a staff, I want to set the list of tokens of appreciation with the level of commitment required to get them so that I can easily see the list of appropriate tokens of appreciation when setting up the crowdfunding offerings later.
 - Acceptance criteria:
 - The list of tokens of appreciation should be stored on a database along with the level of commitment they correspond to
 - The list of tokens of appreciation for a particular level of commitment should be shown in a drop-down box for the staff to select when setting up an offering with that level of commitment
2. As a staff, I want to manage the contribution level and the level of commitment for each of the contribution level
 - Acceptance criteria:
 - Allow staff to add, edit and delete contribution levels
 - The contribution levels and their corresponding level of commitment should be stored on the database
 - Set the level of commitment, i.e. duration and amount, for each contribution level
 - The level of commitment for each type of contribution level must be shown on the website for investors to see.
3. As a staff, I want to manage the list of offerings available for campaigns so that I can view and select the offerings for each campaign.
 - Acceptance criteria:
 - Allow staffs to add offerings
 - Allow staffs to edit and delete offerings ONLY IF the offering is not currently active in any campaigns
 - The offerings and their level of contribution should be stored on the database
 - The list of offerings should be available for the staff to select when managing campaigns.
4. As a staff, I want to manage the list of offerings available for EACH campaign so that investors can choose them for each of the campaign they participate in.
 - Acceptance criteria:
 - Allow staffs to add, edit and delete offerings for each campaign

- The offerings to be made available for the campaign should be chosen from a drop-down box having the list of offerings
 - The list of available offerings along with their corresponding campaign should be stored on the database
 - The list of offerings should be shown on the website for investors to view and select
5. As a staff, I want to manage categorised table so that investors can receive tokens of appreciation based on that table.
- Acceptance criteria:
 - Allow staffs to create, edit and delete categorised tables
 - Should the content of the categorised tables changes, it will only come into action for the impacted investors after they have reached the next investment period.

Use Case Specifications

Module 2: Recruitment Functions

Priority 1 ----- Highest

Priority 5 ----- Lowest

Apply for Job

This use case allows an applicant to apply for a job.

Number	1
Priority	1
Preconditions	Job vacancies are available
Post-conditions	Job applicant is able to create account, view job requirements and submit job application
Primary Actor	Job Applicant
Secondary Actor	None
Trigger	Job applicant creates a profile, views job requirements or submit job application

Flow of Events

- Basic Flow

1. Visit webpage
2. View job requirements

If interested:

3. Job applicant creates account
4. Creates Profile Page
5. Fills in personal details
6. Uploads Video
7. Submits job application

- **Alternative Flows(Extensions)**

- 1a. Web page does not load.

- 2a. Applicant does not meet the job requirements.

Manage Account

This use case allows an applicant to view the status of his job application.

Number	2
Priority	2
Preconditions	Job applicant has submitted a job application
Post-conditions	Job applicant is able to view the status of his application and is able to edit or view his account.
Primary Actor	Job Applicant
Secondary Actor	None
Trigger	Job applicants check their job application status or edits their account.

Flow of Events

- **Basic Flow**

1. Job applicant logs onto the system
2. Views application status, edits or views account.
3. Job applicant logs out after viewing.

- **Alternative Flows(Extensions)**

- 1.a Applicant forgot his ID or Password.

View Profile

This use case allows the Human Resources Manager (HR) to view job applicants' profiles.

Number	3
Priority	1
Preconditions	The applicant must create a profile first
Post-conditions	The applicant's created profile has been viewed
Primary Actor	Human Resources Manager (HR Manager)
Secondary Actor	None
Trigger	Human Resources Manager views profiles of job applicants

Flow of Events

- **Basic Flow**

1. HR Manager logs onto the system
2. Accesses job application manager
3. Views profiles of job applicants

- **Alternative Flows(Extensions)**

- 3a. The job applicant's profile does not have the required details.
- 3b. The job applicant forgets to attach his documents hence cannot be assessed.

Generate Monthly Statistical Report

This use case allows the system to generate a monthly statistical report of the number and type of applicants.

Number	4
Priority	3
Preconditions	The system must automatically save the types and number of applicants into the database.
Post-conditions	Monthly statistical report is generated
Primary Actor	Human Resources Manager (HR)
Secondary Actor	None

Trigger	Human Resources Manager prompts the system to generate a report
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Flow of Events

- Basic Flow

1. Logs onto the system
2. Accesses the job application manager
3. Clicks generate report
4. Report generated

- Alternative Flows(Extensions)

- 4a. The system is not able to record the types and number of applicants into the database hence an empty report is generated

Respond To Application

This use case allows the Human Resources Manager to accept or decline the applicant's application and allows him to respond to the applicants as a group or individually.

Number	5
Priority	2
Preconditions	The applicant must complete and submit the job application before hand.
Post-conditions	The applicant has been notified about the status of the job application.
Primary Actor	Human Resources Manager (HR Manager)
Secondary Actor	None
Trigger	Human Resources Manager accepts or declines a job application.

Flow of Events

- Basic Flow

1. Logs onto the system
2. Accesses job application manager
3. Views the Job Applications

- 4. Responds to job applications
- **Alternative Flows(Extensions)**
 - 3a. The Job Application has insufficient information in it.

Module 3: Crowdfunding Function

Express Interest

This use case allows an investor to express his interest in the campaign he wants to invest in.

Number	6
Priority	1
Preconditions	Investor must have an interest in investing in the campaign.
Post-conditions	The interested investor has filled out the register interest form.
Primary Actor	Interested Investors
Secondary Actor	Staff
Trigger	Interested investor fills out a register interest form.

Flow of Events

- **Basic Flow**
 1. Visits webpage
 2. Fills out the register interest form
 3. Submits the register interest form
- **Alternative Flows(Extensions)**
 - 2a. The interested investor is not able to answer some of the required questions in the register interest form.

Create An Account

This use case allows an Interested Investor to create an account on the website.

Number	7
Priority	1
Preconditions	The interested investors must express his or her interest in the campaign to the company first.
Post-conditions	The interested investors account has been created. The interested investor is now either a periodic investor or a one off investor.
Primary Actor	Interested Investors
Secondary Actor	None
Trigger	Interested investor creates an account upon receiving a reply from the company after submitting the register interest form.

Flow of Events

- Basic Flow

1. Interested investor receives an email from the company containing the create account link.
2. Interested investor fills in their details and login credentials
3. Interested investor submits the registration
4. Interested investor receives an email regarding the confirmation of account

- Alternative Flows(Extensions)

- 1a. Create account link does not work

Interested investor will have to contact the IT services department for support

- 2a. Interested investor's details are not filled in completely

The system will reject the registration and prompts the investor to fill out the form completely

Make Payment

This use case allows the Investor to make payment in regard to the amount he's agreed to invest.

Number	8
Priority	1
Preconditions	The investors must have an existing account The investors must be periodic or one-off investors. The investors must have chosen the amount they are willing to invest.
Post-conditions	The payment has been made to a particular campaign. The payment has been successful. A payment receipt has been generated and sent to the investor.
Primary Actor	One-off investors Periodic investors
Secondary Actor	None
Trigger	The investor confirms the amount he's willing to invest in the campaign.

Flow of Events

- Basic Flow

1. Investor agrees to an amount to invest
2. Investor chooses payment option
3. Investor makes payment through PurchaseBuddy
4. Investor receives online receipt after payment is successful.

- Alternative Flows(Extensions)

- 3a. Investor's credit card is rejected
- 3b. Investor disconnects from the server while payment is processing

Make An Enquiry

This use case allows the investors to make enquiries about the campaign to the company.

Number	9
Priority	5
Preconditions	The investors must have an existing email address.
Post-conditions	The investor has filled out and submitted the enquiry form.
Primary Actor	One-off investors Periodic investors Interested investors
Secondary Actor	Staff
Trigger	Investors submits a completed enquiry form

Flow of Events

- Basic Flow

1. Visits the enquiry page
2. Fills out the enquiry form
3. Submits the enquiry form

- Alternative Flows(Extensions)

- 2a. Investor submits an incomplete form
- 3a. Investor disconnects from the server while submitting the form

Manage Campaign

This use case allows the campaign manager to create, edit and delete campaigns.

Number	10
Priority	2
Preconditions	Campaign Manager ensures that it is feasible to create, edit, delete or activate a certain campaign.
Post-conditions	The campaigns have been modified,

	created or edited accordingly.
Primary Actor	Campaign Manager
Secondary Actor	None
Trigger	Campaign manager accesses the Campaign Manager page.

Flow of Events

- Basic Flow

1. Campaign manager logs onto the system
2. Campaign manager views or edits the campaign.
3. Campaign manager logs out of the system.

- Alternative Flows(Extensions)

- 1a. Campaign manager forgets his ID or password.
- 3a. Campaign manager forgets to logout.

Generate Reports

The use case allows the campaign manager to generate the report to notify of alerts on milestones, drill downs or normal report.

Number	11
Priority	4
Preconditions	The system must store data to generate the required report.
Post-conditions	The required report has been generated
Primary Actor	Campaign Manager
Secondary Actor	None
Trigger	Campaign manager clicks generate report in the campaign manager page

Flow of Events

- Basic Flow

1. Campaign manager logs onto the system
2. Campaign manager generates required report
3. Campaign manager logs out of the system

- **Alternative Flows(Extensions)**

- 1a. Campaign manager forgets his ID or password.
- 2a. Campaign manager forgets to logout.

Manage Tiers Of Investment

This use case allows the System Administrator to create, edit or replace the Tiers Of Investment.

Number	12
Priority	3
Preconditions	The system administrator must have access to the tiers of investment manager page in the system.
Post-conditions	The tiers of investment have been created, edited, or deleted.
Primary Actor	Campaign Manager
Secondary Actor	None
Trigger	Campaign Manager accesses the investment manager page to manage the tiers of investments.

Flow of Events

- **Basic Flow**

1. The system administrator logs onto the system
2. System administrator creates/edits/replaces the tiers of investment.
3. System administrator logs out

- **Alternative Flows(Extensions)**

- 1a. System administrator forgets his ID or Password.
- 3a. System administrator forgets to logout

Manage Rewards

This use case allows the campaign manager to allocate tokens of appreciation to investors based on their level of commitment.

Number	13
Priority	3
Preconditions	Investors must have an existing account on the web system.
Post-conditions	Reward has been given to the investors based on their level of commitment.
Primary Actor	Campaign Manager
Secondary Actor	None
Trigger	Campaign manager accesses the campaign manager page to allocate the tokens of appreciation

Flow of Events

- Basic Flow
 1. Campaign Manager logs onto the system
 2. Accesses the campaign manager page
 3. Updates the rewards
 4. Logs off the system
- Alternative Flows
 - 1a. Campaign manager forgets the login credentials
 - 4a. Campaign manager forgets to logout of the system

Manage Accounts

This use case allows the existing investors to edit their periodic payment by stopping a current one and adding a new one. Also, allows them to view history of their investment.

Number	14
Priority	3

Preconditions	The investors must create an account first
Post-conditions	The investor has edited a periodic payment or viewed the history of his investment.
Primary Actor	One-off investors Periodic investor
Secondary Actor	None
Trigger	Investors access the 'Periodic Payment' page to edit their periodic payments or view history of their investments.

Flow of Events

- Basic Flow

1. Investor logs onto his or her account.
2. Investor edits his or her account.
3. Investor logs out of the account.

- Alternative Flows

- 1a. Investor forgets his or her ID or password
- 3a. Investor forgets to logout

Send Reminders

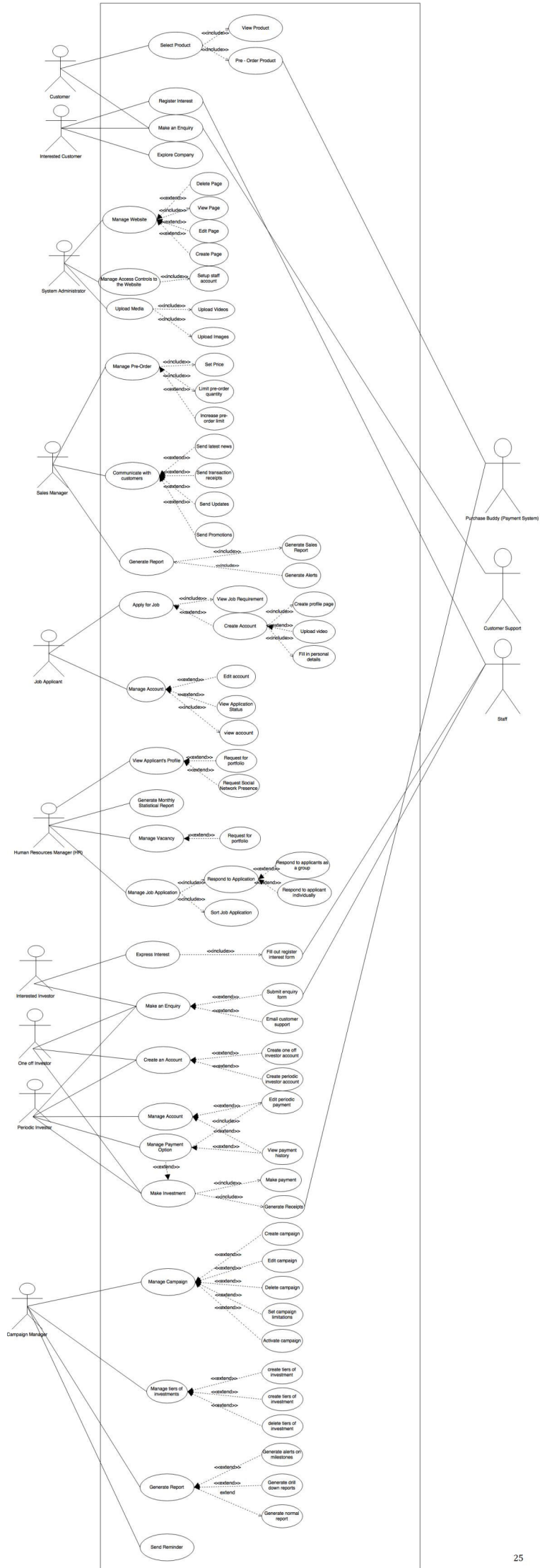
This use case allows the system to send reminder to the periodic investors about their periodic invest payment.

Number	4
Priority	
Preconditions	The system is able to recognize the periodic investors who are in need of sending of reminders.
Post-conditions	The reminder has been sent to the periodic investor.
Primary Actor	Web System
Secondary Actor	None

Trigger	When the payment due date is approaching, the system will automatically send a reminder to periodic investors to notify them about an upcoming payment
Assumption	Only periodic investor accounts have a system clock.

Flow of Events

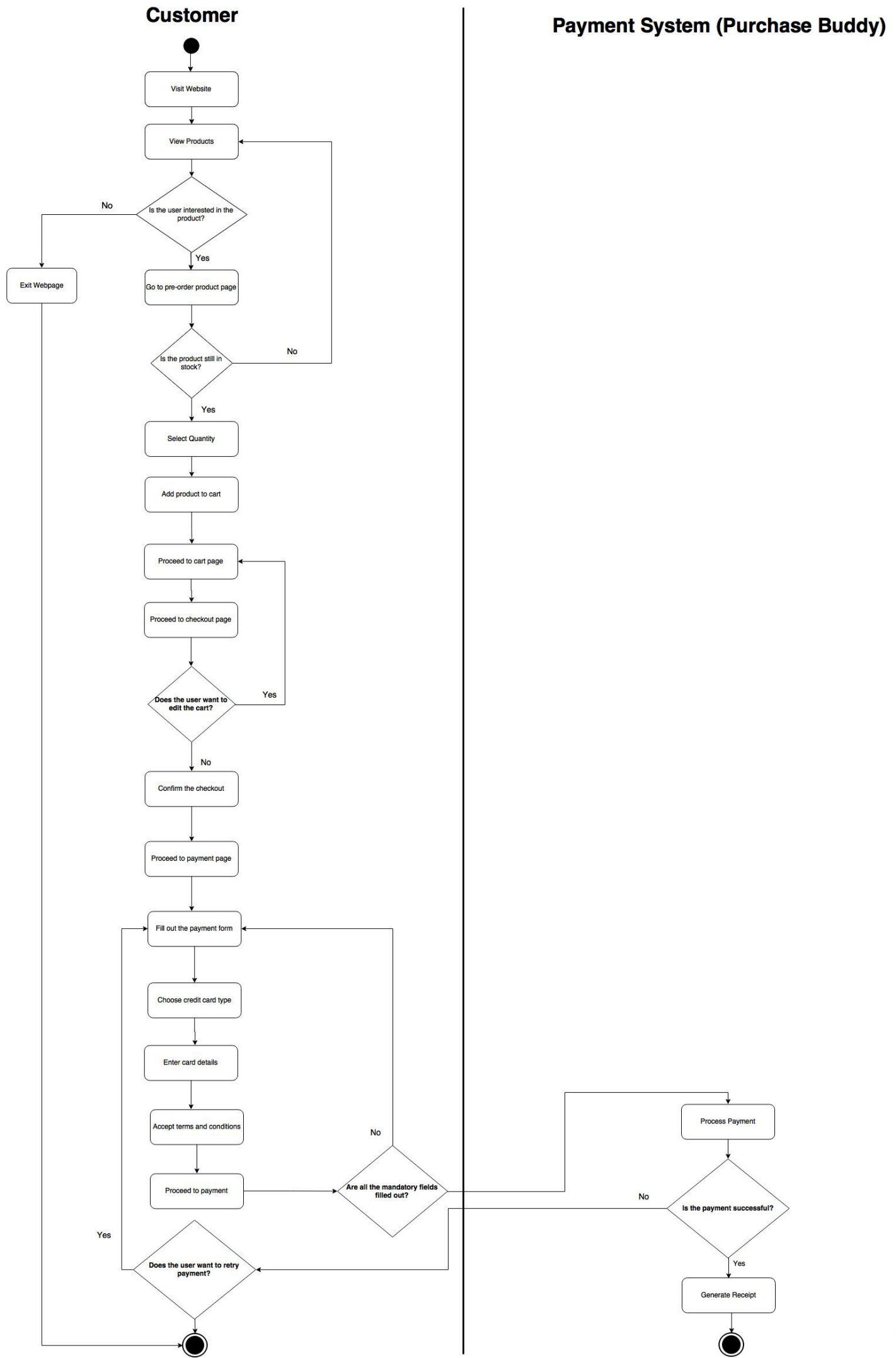
- Basic Flow
 - Investor accounts system clock reaches investor's payment time.
 - System sends a reminder email to the investor.
 - Investors notification status changes after email has been successfully sent.
- Alternative Flows
 - System crashes
 - System rechecks the notification status
 - Sends an email again if the notification status has not been changed
 - System clock malfunction
 - Cross check system clock's timing via online clock.



Use Case Diagram Assumptions

- It is being assumed that the use cases that are without secondary actors are done within the system.
- Investor cannot create an account without first pressing his interest by filling out the register interest form. This results in the company sending him a register account link then only he can create an account then choose if he is a periodic or a one off investor.
- Sales manager not only has the ability to limit the preorder quantity, but also increase the pre-order limit if the sales go over the limit.

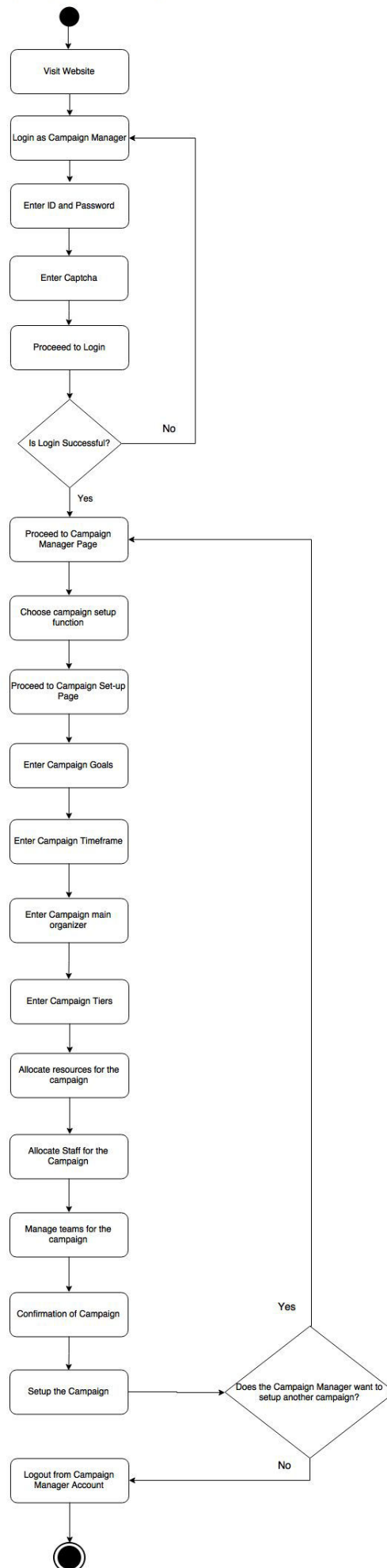
Activity Diagram # 1 - Pre - Order Process



Pre-order Activity Diagram Assumptions

- Business process involve system taking the role of a person so we can include the payment system (Purchase Buddy) as a swim lane.
- Filling up the payment form means filling out the personal details of the card holder.
- It is assumed there is no other product besides the pre-order product, but there will be other products in the future.

Campaign Manager



Crowdfunding Activity Diagram Assumptions

- The campaign manager is assumed to have an existing account with authority to manage campaigns.
- Campaign goal, campaign time frame, campaign main organizer, campaign tiers, allocate resource to campaign, manage staff and team is the only requirement to set up a campaign.

Appendix

Appendix A: Assignment Plan

Communication

The team will be using the same chat group created previously for Assignment 1 for planning Assignment 2 and meetings. All matters regarding to planning the assignment is to be discussed in the aforementioned chat group. All members are required to check the chat group for messages regularly.

A new folder has also been created by Bazil Muzaffar Kotriwala on Google Drive and it has been shared with all the members in the team. This folder will be the place where the documents created for Assignment 2 will be stored.

Task Allocation

No.	Name of Task	Members involved
1	Read assignment sheet and 3D TikTok Documentation	All
2	Write up project description	Tee Kai Yoong, Cheng Hsiu Quan
3	Write up system capabilities	Ng Kah Hoe, Bazil Muzaffar Kotriwala, Tee Kai Yoong
4	Write up business benefits	Ng Kah Hoe, Bazil Muzaffar Kotriwala, Cheng Hsiu Quan
5	Prepare user stories	
5.1	-User stories for pre-order process	Tee Kai Yoong
5.2	-User stories for application capturing process	Ng Kah Hoe
5.3	-User stories for setting up of crowdfunding offerings	Cheng Hsiu Quan
6	Prepare use cases diagrams	
6.1	-Main website and pre-order functions	All

6.2	-Recruitment functions	All
6.3	Crowdfunding options	All
6.4	Merging use cases diagrams	Bazil Muzaffar Kotriwala, Ng Kah Hoe, Cheng Hsiu Quan
7	Prepare use case description	
7.1	-Application capturing process	Bazil Muzaffar Kotriwala, Ng Kah Hoe, Cheng Hsiu Quan
7.2	-Setting up of crowdfunding offerings	Bazil Muzaffar Kotriwala, Ng Kah Hoe, Cheng Hsiu Quan
8	Prepare activity diagrams	
8.1	-Setting up of crowdfunding campaigns	Bazil Muzaffar Kotriwala, Ng Kah Hoe
8.2	-Pre-ordering process through the proposed website	Bazil Muzaffar Kotriwala, Ng Kah Hoe
9	Review report	All
10	Format report	All

Appendix B: Meeting Minutes And Agenda

FIT2001 Team 30204 – Meeting 1 – 03 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. Discuss System Overview - allocate work

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
1- 4.1	Thoroughly read and understand assignment requirements	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	03 - Apr - 16, 8:20pm
1- 4.2	Allocate particular tasks of system overview to each member.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	03 - Apr - 16 8:40pm

5. Concerns - None

6. Next meeting

The next meeting is scheduled for 03 - Apr - 16, 10:30 pm on Skype.

FIT2001 Team 30204 – Meeting 2 – 03 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 03/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
1 - 4.1	Complete Reviewing the assignment thoroughly.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
1 - 4.2	Allocation of particular tasks of system overview to each member.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed

4. Agenda

4.1. Review work done on each task of system overview

4.2. Make changes and edit the documentation

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
2- 4.1	Discuss the tasks done by each member on system overview	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	03 - Apr - 16, 11:00pm
2- 4.2	Complete System Overview by making changes and editing the	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	03 - Apr - 16 11:45pm

	tasks completed by each member.		
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5. Concerns - Long discussion over system capabilities regarding functional and non-functional requirements in particular resulting in a bit of confusion.

6. Next meeting

The next meeting is scheduled for 04 - Apr - 16, 9:00pm on Skype.

FIT2001 Team 30204 – Meeting 3 – 04 April 2016

1. Attendance and Apologies

Members present: Ng Kah Hoe and Bazil Muzaffar Kotriwala

Apologies: Tee Kai Yoong and Cheng Hsiu Quan were not allocated for this task

2. Minutes of previous meeting:

The meeting members confirmed acceptance of the minutes of meeting 2 on 03/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
2 - 4.1	Discuss the tasks done by each member on System Overview	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
2 - 4.2	Complete System Overview by making changes and editing the tasks done by each member.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Incomplete - System Capabilities left incomplete, resulting in this meeting to complete them.

4. Agenda

4.1. Complete System Capabilities

4.2. Complete System Overview

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
3- 4.1	Complete System Capabilities by allocating the functional and non-functional requirements.	Ng Kah and Bazil Muzaffar	04 - Apr - 16, 10:00pm
3- 4.2	Complete System Overview by adding System Capabilities to it.	Ng Kah and Bazil Muzaffar	04 - Apr - 16 10:30pm

5. Concerns - N/A

6. Next meeting

The next meeting is scheduled for 05 - Apr - 16, 9:00pm on Skype.

FIT2001 Team 30204 – Meeting 4 - 05 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 3 on 04/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
3 - 4.1	Complete System Capabilities	Ng Kah and Bazil Muzaffar	Completed
3 - 4.2	Complete System Overview by adding System Capabilities to it.	Ng Kah and Bazil Muzaffar	Completed

4. Agenda

4.1. Discuss User Stories - allocate work

4.2. Complete User Stories along with acceptance criteria.

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
4- 4.1	Allocate particular user stories to complete to each member	Tee Kai, Ng Kah, Basil Muzaffar, Cheng Hsiu	05 - Apr - 16, 9:05pm
4- 4.2	Complete User Stories by making changes and editing the user stories done by each member.	Tee Kai, Ng Kah, Basil Muzaffar, Cheng Hsiu	05 - Apr - 16 11:00pm

5. Concerns - N/A**6. Next meeting**

The next meeting is scheduled for 06 - Apr - 16, 9:30pm at Monash University.

FIT2001 Team 30204 – Meeting 5 - 06 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 4 on 05/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
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4 - 4.1	Allocate User Stories to each member	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
4 - 4.2	Complete User Stories	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed

4. Agenda

4.1. Discuss Use Cases - allocate work

4.2. List all possible use cases for each function.

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
5- 4.1	Allocate particular functions to each member to find its use cases.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	06 - Apr - 16, 9:40pm
5- 4.2	List all possible use cases for each function.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	06 - Apr - 16 11:30pm

5. **Concerns** - Discussion over how to fit all use cases in one diagram.

6. Next meeting

The next meeting is scheduled for 08 - Apr - 16, 4:30pm at Monash University.

FIT2001 Team 30204 – Meeting 6 - 08 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 5 on 06/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
5 - 4.1	Allocate particular functions to each member to find use cases on.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
5 - 4.2	List all possible use cases for each function	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed

4. Agenda

4.1. Review Use Case Diagrams

4.2. Merge each use case diagram into one diagram.

4.3. Construct Use Case diagram on software.

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
6- 4.1	Construct use case diagrams for each function on paper.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	06 - Apr - 16 6:00pm
6- 4.2	Combine each use case diagram into one diagram on paper.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	06 - Apr - 16 7:00pm
6- 4.3	Construct the final draft of use case diagram on software.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	06 - Apr - 16 9:00pm

5. Concerns - N/A**6. Next meeting**

The next meeting is scheduled for 11 - Apr - 16, 9:00am at Monash University.

FIT2001 Team 30204 – Meeting 7 - 11 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 6 on 08/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
6 - 4.1	Construct Use Case diagram for each function on paper.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
6 - 4.2	Merge each Use Case diagram into one diagram	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
6 - 4.3	Construct Use Case diagram on software	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Incomplete - need to reallocate more time to complete

4. Agenda

4.1. Discuss Use Case Description - allocate work

4.2. Complete Use Case Description

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
7- 4.1	Construct the template for the Use Case Description	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	11 - Apr - 16, 10:00am

7- 4.2	Fill out the descriptions for each use case	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	11 - Apr - 16 1:30pm
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5. Concerns - N/A

6. Next meeting

The next meeting is scheduled for 14 - Apr - 16, 8:00pm at Monash University.

FIT2001 Team 30204 – Meeting 8 - 14 April 2016

1. Attendance and Apologies

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

Apologies:

2. Minutes of previous meeting:

The meeting members confirmed acceptance of the minutes of meeting 7 on 11/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
7 - 4.1	Construct the template for Use Case Description	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
7 - 4.2	Fill out the descriptions for each use case	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed

4. Agenda

4.1. Discuss Activity Diagrams - allocate work

4.2. Complete Activity Diagrams

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
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8 - 4.1	Construct the rough drafts of the two activity diagrams.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	14 - Apr - 16, 10:00pm
8 - 4.2	Discuss and edit the rough drafts and convert it into the final draft.	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	14 - Apr - 16 12:00am
8 - 4.3	Construct the two activity diagrams on software	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	14 - Apr - 16 3:00am

5. Concerns - N/A

6. Next meeting

The next meeting is scheduled for 15 - Apr - 16, 9:00am at Monash University.

FIT2001 Team 30204 – Meeting 9 - 15 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 8 on 15/4/2016 as an accurate record of that meeting.

3. Business arising from previous meeting

Item	Action	Person(s) Responsible	Status
8 - 4.1	Construct the rough draft of the two activity diagrams	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
8 - 4.2	Convert the two rough drafts of the activity diagrams into two final drafts	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed

8 - 4.3	Construct the two activity diagrams on software	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	Completed
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4. Agenda

4.1. Proof read our documentation

4.2. Submit the documentation

Action Sheet from today's Meeting

Item	Action	Person(s) Responsible	Expected completion date/time
9 - 4.1	Proof read documentation,	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	15 - Apr - 16, 4:00pm
9 - 4.2	Submit the documentation	Tee Kai, Ng Kah, Bazil Muzaffar, Cheng Hsiu	15 - Apr - 16 4:45pm

5. Concerns - N/A

6. Next meeting

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