

MEETING 1 MINUTES

Date: 27th April 2022

Time: 10 p.m.

Facilitator: Shailesh

In Attendance

Shailesh, Khai Bhin, Wah Yang, Jesse, Hanif, En Ming

Ethical Issues

Ethical issues brought up in Assignment 1 were reviewed and discussed. After careful deliberation, it was decided that the ethical issue to serve as the foundation for solution design would be **information privacy**

Solution Design

Based on the ethical issue chosen, team members brainstormed ideas for possible solutions while also researching solutions that have been used in the past for such issues. After mindful consideration, the solution chosen was to implement a product which could:

- Protect the data and privacy of a consumer
- Ensure transparency when third parties attempt to collect data

Division of Tasks

Task were assigned according to manpower required and individual skill in handling said task.

1. Definition of the ethical issue - Shailesh
2. Explanation of how you used the ethical reasoning framework to design your solution - Wah Yang
3. Explanation of how you used design thinking to design your solution - En Ming
4. A report on the teamwork process - Jesse
5. Definition of the solution itself, including reasoning and justification of why it would be effective. - Khai Bhin, Hanif

Next Meeting

5th May | 1 p.m., Monash University Malaysia Campus

MEETING 2 MINUTES

Date: 5th May 2022

Time: 1 p.m.

Facilitator: Shailesh

In Attendance

Shailesh, Khai Bhin, Wah Yang, Jesse, Hanif, En Ming

Progress Report

Not all tasks assigned were completed, and completed tasks were skeletal at best save for a few team members. Productivity and performance is expected to increase in the upcoming week as the assignment deadline draws near.

Issues Encountered

Most issues encountered while completing tasks is the reliance on information or completion of other tasks. A primary example is the teamwork process report. Some minor issues includes uncertainty due to the vagueness of assignment requirements and procrastination.

Possible Improvements

Each task was reviewed, and improvements were discussed.

1. **Definition of the ethical issue** – Oral script is too short and must be expanded
2. **Explanation of how you used the ethical reasoning framework to design your solution**
– Information should be paraphrased and condensed
3. **Explanation of how you used design thinking to design your solution** – Different formats suggested to meet space constraints
4. **A report on the teamwork process** – Depends of completion of 3rd meeting, no improvements of note
5. **Definition of the solution itself, including reasoning and justification of why it would be effective.** – Solution needs to expanded and prototyped. It is current too vague

Next Meeting

8th May | 10 p.m., Zoom Conference