

# Project Finalization: Report, Coding, and Presentation Planning

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**Date of Meeting:** Tuesday, 3 June 2025

**Time of Meeting:** 21:38 H Malaysia Time

**Attendees:** Cris, Yalini, Amirah, Norah, Firdaus, Azfar

**Key Topics/Content Covered:** The meeting focused on strategizing the completion of a system development project, covering the finalization of coding, preparation of a comprehensive report, and planning for the presentation. Key discussions included delegating the remaining coding tasks, with **Firdaus** aiming for 80% completion before wider contribution. The team meticulously reviewed the report structure, assigned sections based on project rubrics (including literature review, module fulfillment, UI/UX, architecture, and database), and decided against deploying the application due to no explicit requirement or additional marks. A follow-up meeting was scheduled for the 18th to discuss the presentation once the report is near completion.

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## Topics/Themes

- Project Status and Overall Strategy
- Coding Development and Contribution Plan
- Report Content, Structure, and Task Delegation
- Presentation Planning and Logistics
- Project Deployment Decision
- Coordination and Next Steps

## Key Points

- **Regarding Project Status and Overall Strategy:**
  - The project involves a system that is described as "slightly complex" with many requirements to fulfill for both the system and the report.
  - The immediate focus is on finalizing the system to enable report generation and then preparing the presentation.
  - The team needs to ensure all modules and functions are complete and align with the project requirements.
- **Regarding Coding Development and Contribution Plan:**
  - **Firdaus** has currently completed approximately **70%** of the coding.
  - **Firdaus** plans to push the code progress to **80%** and then open it up for contributions from other team members.
  - The code is already available on **GitHub** in a public repository.
  - Team members interested in contributing to the code:

- **Amirah** initially showed interest but is now more inclined towards the report, though willing to help with coding if necessary.
- **Chris** also showed interest, but later volunteered for the literature review part of the report.
- **Azfar** volunteered to contribute to the coding.
- **Firdaus** will figure out how to segregate the remaining coding tasks, potentially by UI parts or specific sections, and inform who needs to be involved in which part.
- It was emphasized that understanding the system (and thus participating in or reviewing the code) is crucial for generating an accurate report.
- All team members are encouraged to install the app locally to view and understand it.
- **Regarding Report Content, Structure, and Task Delegation:**
  - A draft report already exists in **Google Docs**, which **Nora** shared.
  - **Nora** was asked to upload the latest version to Google Docs to enable live, simultaneous editing by all team members.
  - The report structure includes: Introduction, Objective, Model Function, UI Draft, and a framework discussion (initially MVC, corrected to Django's **MTV - Model Template View**).
  - The team aims for a high grade ("A") by fulfilling all requirements.
  - **Report Sections and Assignments based on Rubrics:**
    - **Introduction:** (Problem, Goal, Objective, supported by references)
      - Requires a **literature review** (finding relevant papers, synthesizing them, identifying gaps, and including citations).
      - **Chris** volunteered for the literature review, focusing on the business case (B2B), current practice problems, and aligning with project goals/objectives.
    - **Fulfillment of Modules and Function:** (All modules function, complete with additional features, cross-check with app)
      - Need to ensure modules match the application and remove unnecessary ones from the proposal to create a simplified system.
      - Requirement: At least **4 modules**, each with **3-5 functions**. (e.g., User management: register account, reset password).
      - The team needs to recall any specific feedback from the "doctor" regarding creativity or other requirements.
      - **Firdaus** volunteered to take this section.
    - **UI/UX:** (Design elements, consistency, fitting purpose, prototype, screenshots)
      - **Azfar** volunteered for this section.
    - **Framework and Plan Implementation (Architecture):** (e.g., MTV for Django, explanation, examples, references)
      - **Azfar** volunteered for this section.
    - **Database:** (Explicit tables, fields, correct dummy records, explanation)
      - **Amirah** volunteered for this section.
    - **Complexity:** (System is sufficiently complex, how it's explained in the report)
      - This will be addressed by explaining the system's moving parts.
    - **Report Writing and Formatting:** (Table of contents, overall structure, clarity)
      - **Yalini** volunteered for formatting (including Table of Contents).
      - **Azfar** volunteered for overall report writing (checking).

- **Azfar** will create an outline for the report in Google Docs after the meeting to structure the content.
- **Regarding Presentation Planning and Logistics:**
  - The presentation will be discussed after the report is completed.
  - A meeting is scheduled for the **18th** (next week) to specifically discuss the presentation.
  - The presentation is due in **Week 14** (approximately 20 days from the meeting).
  - The method of presentation (e.g., pre-recorded, live) is still undecided by the "doctor." The team needs to ask for clarification in the next class.
- **Regarding Project Deployment Decision:**
  - The question was raised whether the application needs to be deployed live.
  - There is **no explicit requirement** or marks allocated for deployment, making it optional.
  - **Firdaus** mentioned having a domain, but the team discussed free deployment options if pursued.
  - The priority is to ensure the system is **fully functional**.
  - A vote was taken: **Chris (No), Yalini (No), Amirah (No), Firdaus (No), Azfar (No)**.
  - **Decision:** The team decided **not to deploy** the project.
- **Regarding Coordination and Next Steps:**
  - All team members are to keep their progress updated in the group chat to ensure everyone is on the same page.
  - Everyone needs to install the application on their system to facilitate report writing.
  - **Azfar** will create an outline with checkboxes for tasks in Google Docs to track progress.
  - The team will meet on the **18th** to review report completion and discuss the presentation.

## Action Plan / Next Steps

- **Coding & System Finalization:**
  - ☐ **Firdaus:** Bring code progress to 80%.
  - ☐ **Firdaus:** Segregate remaining coding tasks (UI, specific sections) and assign/communicate to contributors.
  - ☐ **Azfar, Amirah, Chris (if still contributing to code):** Contribute to the remaining 20% of coding as guided by Firdaus.
  - ☐ **All Team Members:** Install the application locally to understand its functionality for report writing.
- **Report Preparation:**
  - ☐ **Nora:** Upload the latest report draft to Google Docs for collaborative editing.
  - ☐ **Azfar:** Create a detailed outline/structure for the report in Google Docs with checkboxes for task tracking.
  - ☐ **Chris:** Conduct literature review (find papers, synthesize, focus on business case, current problems, goals, objectives) and write the Introduction section.
  - ☐ **Firdaus:** Write the "Fulfillment of Modules and Function" section, ensuring alignment with the app and requirements.

- ☐ **Azfar:** Write the "UI/UX" section, including design elements and screenshots.
- ☐ **Azfar:** Write the "Framework and Plan Implementation (Architecture)" section, detailing the MTV model for Django.
- ☐ **Amirah:** Write the "Database" section, detailing tables, fields, and dummy records.
- ☐ **Yalini:** Handle the overall report formatting, including the Table of Contents.
- ☐ **Azfar:** Oversee and contribute to general report writing and ensure consistency.
- ☐ **All Team Members:** Contribute to relevant sections of the report based on their understanding of the app and assigned tasks.
- ☐ **All Team Members:** Keep progress updated in the group chat.

- **Presentation & Meeting Logistics:**

- ☐ **Team (Someone to ask):** Clarify the presentation method (pre-recorded/live) with the "doctor" in the next class.
- ☐ **All Team Members:** Prepare for a meeting on the **18th** to discuss the presentation, assuming the report is complete or near completion.

- **Project Decisions:**

- ☒ Decide against deploying the project live.