Quatro J Ptv. Ltd

Meeting Minutes

Date:	Monday 29th March
Time:	11.00am
Location:	Zoom
Attendees:	Charli Huynh, Jason Siu, Joshua Joshua Van Der Veen, Jack Thompson, Nikola Mutic
Minutes:	Jason Siu

Item No.	Item	Speaker
1.	Greeting	Jason
2.	Agenda items for this meeting	Jason
2.1.	Features to be seen in the system	Jason
2.1.1.	Problems of the existing problems - Poorly managed where students and supervisors sometimes forgot the meeting dates	Charli
2.1.2.	Meeting scheduling - Embed a notification of meetings for students and teachers - Match the meeting date automatically for students and teachers	Charli
2.1.3.	Feedback report - Automate the feedback report for panel members - Create a tick box for students to tick once reports are uploaded - Allow students to upload their documentations - Enable panel members to comment on students' works to see if students are satisfactory or not	Charli
2.2.	Level of the automation of the system	Jack

2.2.1.	For each of the milestone meetings, - Notify students to start planning milestone meetings eight weeks before - Enter three meeting dates into the system for administrators - Notify supervisors to confirm the meeting dates - If not confirmed yet, notify them every day - Allow supervisors to select the panel members - Notify panel members to attend meetings	Charli
2.3.	How is catering being recorded in the system?	Jack
2.3.1.	- Make a tick box for catering in the system	Charli
3.1	Who is going to have access to the system?	Joshua
3.1.1	Three main users: - PHD students - Supervisors - Panellists	Charli
3.2	What features will each user have access to?	Nikola
3.2.1	PHD Students: - Set meeting dates - Upload relevant documents for progress meetings Supervisors: - Confirm date students has entered (Cannot change date) - Provide feedback to students - Check off documents submitted by students Panellists: - Confirm date students has entered (Cannot change date) - Provide feedback to students - Check off documents submitted by students - Decide whether or not a PHD students is meeting satisfactory requirements via a checkbox	Charli
3.2.2	Form that was shown on screen, which is the form used in the manual system. Refer to appendix.	Charli
3.3	Is the new system only for new students, or will it also be for existing PHD students?	Nikola
3.3.1	- New system is primarily for new students - If time permits, the plan is to transfer the data from the manual system to the new system	Charli
	Other business	

Appendix:

The form used in the existing system shown by Charli during the meeting :

Student Name: SURNAME, First Name   Student ID: _____

Milestone: Milestone no.

Milestone Date: _____/_____/_____

Possible meetings: S1   S2   P1   P2   P3

1. Meeting 1   ☐   ☑   ☐ ☐   ☐☐☐
2. Meeting 2   ☐   ☑   ☐☐☐ ☐☐☐   ☐☐☐
3. Meeting 3   ☑   ☐   ☐☐☐ ☐☐☐   ☐☐☐

Location: _____   Tech support ☐   Catering ☐   Stationery ☐

Panel members
1. Panel member 1
2. Panel member 2
3. Panel member 3

All milestone documents received:

	Milestone 1	Milestone 2	Milestone 3
Report	☐	☐	☐
Chapter	☐	☐	☐
Exhibition Plan			☐

Milestone documents sent to panel members and supervisor: ☐

MILESTONE FEEDBACK

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3. Panel member 3

All milestone documents received:

	Milestone 1	Milestone 2	Milestone 3
Report	☐	☐	☐
Chapter	☐	☐	☐
Exhibition Plan			☐

Milestone documents sent to panel members and supervisor: ☐

MILESTONE FEEDBACK

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Milestone Progress Result: Satisfactory ☐   Unsatisfactory ☐