**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 :



