# Meeting Summary

Okay, here’s the summary of the technical meeting based on the provided transcript, structured as requested.

## **[00:01 - 01:34] - Pre-Meeting Discussion (Zakat & TikTok)**

* This segment seems to be informal conversation before the meeting. No action items or requirements.

## **[01:48 - 04:30] - Opening Remarks & Objectives: Dashboard for Audit Performance**

* **Topic / Feature Discussed:** Overall Objectives and Challenges for Dashboard Development
* **Client Requirements:**
  + Dashboard must provide a clear picture of projects, activities, and programs run by the government.
  + Dashboard must help extract information from selected websites and other available data.
  + Dashboard should assist in conducting government audits, specifically performance audits.
  + Emphasis on *reports* (not financial statements) as the core output.
  + Dashboard should be more general, covering all ministries and related bodies.
  + Dashboard should help in *choosing audit topics*.
  + All user requirements need to be fulfilled by the dashboard.
  + The dashboard should help to improve the effectiveness of governance.
* **To-Do List / Action Items:**
  + Ensure the presentation is clear and comprehensive (for Auditor General review later).
  + Facilitate two-way discussion during the presentation.
* **Clarifications & Key Assumptions:**
  + Audit performance differs from financial audits, so routine financial audit approaches may not directly apply.
  + Data collection is challenging because of the broad scope and the nature of performance audits.
  + The dashboard is intended to aid the audit selection process.

## **[10:18 - 12:38] - Project Status Update & Dashboard Introduction**

* **Topic / Feature Discussed:** Project Timeline, Scope Completion & Introduction to Dashboard
* **Client Requirements:**
  + Emphasis on completing UAT (User Acceptance Testing), PAT (Performance Acceptance Testing) and Go-Live stages.
  + Dashboard needs to be agreed upon by all parties before moving to UAT.
  + The Dashboard will include data for Audit Performance, and data related to Fisheries
* **To-Do List / Action Items:**
  + Get approval on the current dashboard design.
  + Move to UAT after dashboard approval.
* **Clarifications & Key Assumptions:**
  + The project is in the final quarter (based on the original timeline).
  + Six out of 12 project scopes are 100% complete.
  + Integration with 16 of 18 systems is complete.

## **[12:38 - 16:44] - Dashboard: Ministry Information - Perbelanjaan vs. Pembangunan**

* **Topic / Feature Discussed:** Dashboard Section - Ministry Information (Expenditure vs. Development)
* **Client Requirements:**
  + Display ministry expenditure based on key sectors.
  + Show the total number of projects and number of “sick” (problematic) projects per ministry.
  + Data should be filterable by ministry.
  + Include development expenditures from “myProject” Data.
* **To-Do List / Action Items:**
  + Clarify if “myProject” data includes operational spending or only development.
* **Clarifications & Key Assumptions:**
  + The current data only includes six ministries.
  + Question: Does the peruntukan include both belanja mengurus (operational expenses) and belanja pembangunan (development expenses)?
  + The Data taken from MyProject is only for Pembanguan, which could limit audit capabilities.
  + If operational (mengurus) spending is needed, it is in the i-Gemass system.

## **[16:44 - 18:13] - Dashboard Navigation & Integration with i-Gemass, SAP**

* **Topic / Feature Discussed:** Accessibility to Mengurus and Pembangunan and Documentation
* **Client Requirements:**
  + If mengurus (operational) and pembangunan (development) data are in different systems (i-Gemass and myProject), provide guidance on how to access both.
  + Provide a user guide/manual (online or PDF) so new auditors can understand where to find the data.
  + A combination of pembangunan and mengurus needs to be available for audit.
  + Consider that Audit is Subjektif.
* **To-Do List / Action Items:**
  + Create a user guide/manual for navigating the dashboard and accessing relevant data.
* **Clarifications & Key Assumptions:**
  + The current dashboard focuses primarily on pembangunan (development) spending data from myProject.
  + Mengurus (operational) spending data is available in i-Gemass/SAP.
  + It is assumed auditors will need to access both types of spending.

## **[18:13 - 19:06] - Data Accuracy and User Focus**

* **Topic / Feature Discussed:** Data Alignment and Accuracy
* **Client Requirements:**
  + Data should be accurate, complete, and comparable.
  + Auditor’s need to be the target audience for data within the dash.
  + The dashboard should be the focal point for all.
* **To-Do List / Action Items:**
  + Data needs to be aligned to show actual funding, especially when data is taken from MyProject.
  + Data from I-Gemass is from 2023, and data is only from years 2017, 2018 to 2021. The data needs to be current.
* **Clarifications & Key Assumptions:**
  + I-Gemass data is up to date from 2023, while MyProject data is not.
  + Top management looks at the overall audit, and auditors dive deeper.

## **[19:06 - 20:11] - One Dashboard Focus**

* **Topic / Feature Discussed:** One Dashboard Focus
* **Client Requirements:**
  + Dashboard needs to be combined, not split, or they won’t be used by the top decisionmakers.
* **To-Do List / Action Items:**
  + Bring perbelanjaan and Pembangunan to the same page
  + Add the Pie chart breakdown to the dashboard.
* **Clarifications & Key Assumptions:**
  + Data on perbelanjaan is already available and linked to MyProject/I-Gemass.
  + Pie Charts will allow for better visuals for breakdown of funding.

## **[20:11 - 21:08] - Data Integrity: As At Date vs By Rolling Plan**

* **Topic / Feature Discussed:** Data Integrity: As At Date vs By Rolling Plan
* **Client Requirements:**
  + Data Integrity is important and accurate.
  + Data Needs to “As at Date” instead of “By Rolling Plan.
* **To-Do List / Action Items:**
  + Set data migration with stakeholders
  + Follow up to ensure actual funding is available to the dashboard and aligned.
* **Clarifications & Key Assumptions:**
  + There are incompatible aspects of data, specifically the one or two-year variance in “By Rolling Plan.
  + Follow up is needed to align the date with actual funding in MyProject/I-Gemass.

## **[24:00 - 24:31] - RMK Expenditure Clarification**

* **Topic / Feature Discussed:** RMK Expenditure Terminology
* **Client Requirements:**
  + Terminology needed to be better defined.
* **To-Do List / Action Items:**
  + The stakeholder team needs to confirm what RMK means.
* **Clarifications & Key Assumptions:**
  + The term “belanja RMK” is confusing and needs to be better defined.
  + Is it related to spending for the RMK period or something else?

## **[24:31 - 25:08] - RMK Scope**

* **Topic / Feature Discussed:** RMK Scope
* **Client Requirements:**
  + Stakeholders need to know what the expenditure means.
* **To-Do List / Action Items:**
  + The stakeholder team needs to confirm if it is perbelanjaan.
* **Clarifications & Key Assumptions:**
  + It is related to perbelanjaan of some sort.

## **[25:08 - 25:35] - RMK Planning vs Spending**

* **Topic / Feature Discussed:** RMK Planning vs Spending
* **Client Requirements:**
  + Need to specify if RMK is perancangan or perbelanjaan.
* **To-Do List / Action Items:**
  + Confirm it is perbelanjaan.
* **Clarifications & Key Assumptions:**
  + It is not perancangan, so the scope is not planning.

## **[25:35 - 26:22] - Terminology**

* **Topic / Feature Discussed:** Terminology
* **Client Requirements:**
  + Terminology needs to match.
* **To-Do List / Action Items:**
  + Check terminology
* **Clarifications & Key Assumptions:**
  + Terminology must be precise
  + The team only considers utama and doesn’t value the data, but will use if they are given.

## **[26:22 - 27:08] - Active RMK Projects**

* **Topic / Feature Discussed:** Data for Active Projects
* **Client Requirements:**
  + Still need to consider RMK’s that started in earlier generations and are still not completed.
* **To-Do List / Action Items:**
  + Verify column for BAJET and PERUNTUKAN.
* **Clarifications & Key Assumptions:**
  + Older projects spill over until they are completed.

## **[27:08 - 27:41] - Data Documentation**

* **Topic / Feature Discussed:** Data Documentation
* **Client Requirements:**
  + The documentation has a column for “belanja”
* **To-Do List / Action Items:**
  + The documentation has column for “bajet” and “peruntukan”
  + Letak is okay
  + Total should be defined.
* **Clarifications & Key Assumptions:**
  + Total cannot stand on its own.

## **[27:41 - 28:46] - Baki**

* **Topic / Feature Discussed:** Baki
* **Client Requirements:**
  + Use the correct terminology.
* **To-Do List / Action Items:**
  + Confirm what “Baki” means
* **Clarifications & Key Assumptions:**
  + The team is unfamiliar and is using old documentation from 2017-2021

## **[28:46 - 32:29] - Integrity and Definition of Data**

* **Topic / Feature Discussed:** Integrity and Definition of Data
* **Client Requirements:**
  + Data cannot be assumed, they must be checked.
  + Definitions cannot be assumed.
* **To-Do List / Action Items:**
  + Include Peruntukan Versus Belanja.
  + Ensure cross-checking with IDF Mass.
* **Clarifications & Key Assumptions:**
  + The definitions should be correct, and cross-verified.
  + Data should be pulled from IDF Mass.

## **[32:29 - 33:42] - Wargoffnet Data and RMK Data**

* **Topic / Feature Discussed:** Wargoffnet Data and RMK Data
* **Client Requirements:**
  + Data must show what projects span multiple years.
* **To-Do List / Action Items:**
  + Add information for each RMK.
* **Clarifications & Key Assumptions:**
  + The Data may contain projects that were approved years ago, and not still active.
  + There is a desire to move things so that data jumps to the correct places.

## **[33:42 - 34:45] - Terminology**

* **Topic / Feature Discussed:** Terminology
* **Client Requirements:**
  + Show Peruntukan first, so you have peruntukan amount and amount left.
* **To-Do List / Action Items:**
  + Modify to show peruntukan first.
* **Clarifications & Key Assumptions:**
  + That the data has significant amounts, so the total and remainder will be significant.
  + This will allow spillover to be easily identified.

## **[34:45 - 35:28] - Porsion Percentage**

* **Topic / Feature Discussed:** Porsion Percentage
* **Client Requirements:**
  + Add porsion percentage information for the project.
* **To-Do List / Action Items:**
  + Add to the project data.
  + Provide a helicopter view.
* **Clarifications & Key Assumptions:**
  + That it will provide additional information

## **[35:28 - 36:00] - Additional Requirements for Refinement**

* **Topic / Feature Discussed:** Refinement
* **Client Requirements:**
  + The data needs to be available to generate a helicopter view of the data.
* **To-Do List / Action Items:**
  + Determine if detail from specific projects can be moved to the front page.
* **Clarifications & Key Assumptions:**
  + That there will be clear data so there will be a clear understanding of it.

## **[40:02 - 40:21] - More Information**

* **Topic / Feature Discussed:** First Impressions
* **Client Requirements:**
  + The initial screen needs to have the correct context so you can know what to look for.
* **To-Do List / Action Items:**
  + Ensure appropriate information is provided.
* **Clarifications & Key Assumptions:**
  + First impression is important.

## **[40:21 - 41:07] - Additional Data Clarification**

* **Topic / Feature Discussed:** More Clarification
* **Client Requirements:**
  + Is the data meaningful?
* **To-Do List / Action Items:**
  + Ensure proper requirements are met.
* **Clarifications & Key Assumptions:**
  + It needs to be proper to be effective.

## **[41:07 - 42:00] - Data Questions**

* **Topic / Feature Discussed:** More Clarification
* **Client Requirements:**
  + If the amount tunai is related to a period or if there is cash basis involved.
* **To-Do List / Action Items:**
  + Clarify
* **Clarifications & Key Assumptions:**
  + The type is accurate.

## **[42:00 - 43:07] - Data Basis**

* **Topic / Feature Discussed:** Clarification
* **Client Requirements:**
  + It is important to ensure what the current process is to see what requirements should be in place.
* **To-Do List / Action Items:**
  + Create additional info.
* **Clarifications & Key Assumptions:**
  + Total Sum is the important thing to review.

## **[43:07 - 43:33] - Top and Slider Question**

* **Topic / Feature Discussed:** Clarification
* **Client Requirements:**
  + Verify that what is displayed is linked to Top and Slider.
* **To-Do List / Action Items:**
  + Confirm
* **Clarifications & Key Assumptions:**
  + It is related to the top slider.

## **[43:33 - 44:35] - Data Mapping and Display**

* **Topic / Feature Discussed:** Data Display
* **Client Requirements:**
  + List the top projects.
* **To-Do List / Action Items:**
  + Confirm sorting.
* **Clarifications & Key Assumptions:**
  + Ranking should be from large to small.

## **[44:35 - 45:18] - Terminology and Ranking**

* **Topic / Feature Discussed:** UI Update
* **Client Requirements:**
  + Do not use top slider for naming as it is known the process.
* **To-Do List / Action Items:**
  + Change the naming
  + Make sure the right terminologies are used.
* **Clarifications & Key Assumptions:**
  + Terminology might be incorrect.
  + Use “nilai” instead of “utama”

## **[45:18 - 46:37] - Top Projects and Display Order**

* **Topic / Feature Discussed:** Display Order
* **Client Requirements:**
  + The data should show project ranking.
* **To-Do List / Action Items:**
  + Display order
  + The trigger should be sakit first and then the rest of the options.
* **Clarifications & Key Assumptions:**
  + Sakit means problematic, therefore, it should be the default option.

## **[46:37 - 47:02] - Terminologies and Display**

* **Topic / Feature Discussed:** Updates to Terminology
* **Client Requirements:**
  + Update wording for the headers to be “Peruntukan and Perbelanjaan.”
* **To-Do List / Action Items:**
  + Update the dashboard as requested.
* **Clarifications & Key Assumptions:**
  + That it will meet the expectations and look stronger and not just data extract.

## **[47:02 - 48:27] - Triggers**

* **Topic / Feature Discussed:** Data
* **Client Requirements:**
  + The data triggers need to be better defined.
* **To-Do List / Action Items:**
  + Verify.
* **Clarifications & Key Assumptions:**
  + That it will make finding topics to make easier.

## **[48:27 - 49:44] - Triggers and Metrics**

* **Topic / Feature Discussed:** Data Verification
* **Client Requirements:**
  + If the vendor team has defined, in the URS, what metrics they will be pulling.
* **To-Do List / Action Items:**
  + Make sure it all matches the customer requirement.
* **Clarifications & Key Assumptions:**
  + If it is available, there will be data to show.
  + We should prioritize the trigger.

## **[49:44 - 50:23] - Dashboards and Easy to Trigger Data**

* **Topic / Feature Discussed:** Data Review
* **Client Requirements:**
  + From the landing dashboard to be able to view the triggers quickly
* **To-Do List / Action Items:**
  + Data should be made easy to sort for end users.
* **Clarifications & Key Assumptions:**
  + That they are going to review dashboards and create a process.

## **[50:23 - 51:32] - Dashboard Filtering**

* **Topic / Feature Discussed:** Dashboard Filtering
* **Client Requirements:**
  + Users can filter projects based on the number of options.
* **To-Do List / Action Items:**
  + To change LOI to the analysis because we will be able to drill down.
* **Clarifications & Key Assumptions:**
  + This will give an overall view.
  + It needs to be easily selectable and not confused for our team.

## **[51:32 - 53:05] - Data Clarity and Presentation**

* **Topic / Feature Discussed:** Reviewing and Refining Dashboard
* **Client Requirements:**
  + Clear review, so we can clear the data in presentation
  + The presentation is correct
* **To-Do List / Action Items:**
  + N/A
* **Clarifications & Key Assumptions:**
  + Dashboard needs to show more insights based on data that are related, not just extracts from the data.
  + It will depend on the auditors.

## **[53:05 - 53:55] - BI Requirements**

* **Topic / Feature Discussed:** BI Requirements
* **Client Requirements:**
  + What does BI Requirements actually say about the project data.
* **To-Do List / Action Items:**
  + N/A
* **Clarifications & Key Assumptions:**
  + It should allow easy access to data that should not have happened.
  + It needs to have clean and precise presentation.

## **[53:55 - 54:26] - Additional Triggers**

* **Topic / Feature Discussed:** Other Functions Needed
* **Client Requirements:**
  + It needs to be able to show that if there is a risk that it will get worse.
    - It will show an expectation.
* **To-Do List / Action Items:**
  + It has to match the requirement and be refined,
* **Clarifications & Key Assumptions:**
  + This is now deskriptif, and we need it more functional.

## **[54:26 - 55:18] - Ministry Themes**

* **Topic / Feature Discussed:** Ministry Themes
* **Client Requirements:**
  + Themes based on Budget.
* **To-Do List / Action Items:**
  + Show economic data.
* **Clarifications & Key Assumptions:**
  + Data needs to link to the selected data.

## **[55:18 - 56:41] - Security Themes**

* **Topic / Feature Discussed:** Display
* **Client Requirements:**
  + Display safety.
* **To-Do List / Action Items:**
  + Provide better UI.
* **Clarifications & Key Assumptions:**
  + Government has a large portion of safety.

## **[56:41 - 57:07] - Minister Data**

* **Topic / Feature Discussed:** Review on Minister of Data
* **Client Requirements:**
  + Better Review of all Data for the minister.
* **To-Do List / Action Items:**
  + Check with the team what needs to be displayed.
* **Clarifications & Key Assumptions:**
  + Better understand the data.

## **[57:07 - 58:20] - Program Information**

* **Topic / Feature Discussed:** Drilling Information
* **Client Requirements:**
  + Show detail of what is in program.
* **To-Do List / Action Items:**
  + Add detailed info for easy use.
* **Clarifications & Key Assumptions:**
  + There is a known bug and should be resolved.

## **[58:20 - 60:00] - Examples**

* **Topic / Feature Discussed:** More Examples.
* **Client Requirements:**
  + More examples.
* **To-Do List / Action Items:**
  + Set up conditions.
* **Clarifications & Key Assumptions:**
  + Ensure better UI.
  + Should not leave it blank with a description.

## **[60:00 - 60:44] - Siling Update**

* **Topic / Feature Discussed:** Column Update
* **Client Requirements:**
  + Need to rename and have appropriate defaults.
* **To-Do List / Action Items:**
  + Update fields and columns.
* **Clarifications & Key Assumptions:**
  + All labels need to show what the data means and needs to be defined.

## **[60:44 - 62:44] - Data Display and Plan**

* **Topic / Feature Discussed:** Data Verification
* **Client Requirements:**
  + The process on default the year in display.
* **To-Do List / Action Items:**
  + What plan to follow and how data should be displayed by
* **Clarifications & Key Assumptions:**
  + Year must be displayed.

## **[64:00 - 64:24] - Program Data Update**

* **Topic / Feature Discussed:** Column Update
* **Client Requirements:**
  + Determine what should be shown in Program.
* **To-Do List / Action Items:**
  + Is it for the data received or no data?
* **Clarifications & Key Assumptions:**
  + Ensure the data shows.

## **[64:24 - 68:36] - Purpose and Terminology Alignment**

* **Topic / Feature Discussed:** Terminology Alignment
* **Client Requirements:**
  + Align terminology.
* **To-Do List / Action Items:**
  + Define what and how we need to get aligned.
* **Clarifications & Key Assumptions:**
  + That these are different based on different roles in the program.
  + Align expectations with everyone.

## **[68:36 - 70:30] - Project Goals**

* **Topic / Feature Discussed:** Review Goals
* **Client Requirements:**
  + Have a shared database instead of creating different portals.
  + Data must be organized and easy to use by auditors.
* **To-Do List / Action Items:**
  + Simulate user case.
* **Clarifications & Key Assumptions:**
  + That it should be data we need that are summarized in one place for our group for all level.