UTM
UNIVERSITI TEKNOLOGI MALAYSIA

SECP2613 SYSTEM ANALYSIS & DESIGN
SEMESTER 1 2023/2024

Youth Ventures Student Portfolio Management System (StuPort)
(Phase 1 - Project Proposal and Planning)

Group Name: EXPLORER

Group Members:

No.	Name	Matric No
1	KOH LI HUI	A22EC0059
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1.0 Methods for Information Gathering

Our approach to information gathering for this system development project was meticulous and comprehensive, ensuring that we obtained a deep understanding of the project's intricacies. We commenced the process by receiving a thorough briefing from Mr. Hanif Marzuki Mohd Saupi, a representative from Youth Ventures Asia. This initial briefing served as the cornerstone of our project, offering insights into the project's goals, context, and the overarching vision. Mr. Hanif's input not only provided a clear sense of purpose but also established a solid foundation upon which our subsequent efforts would be built.

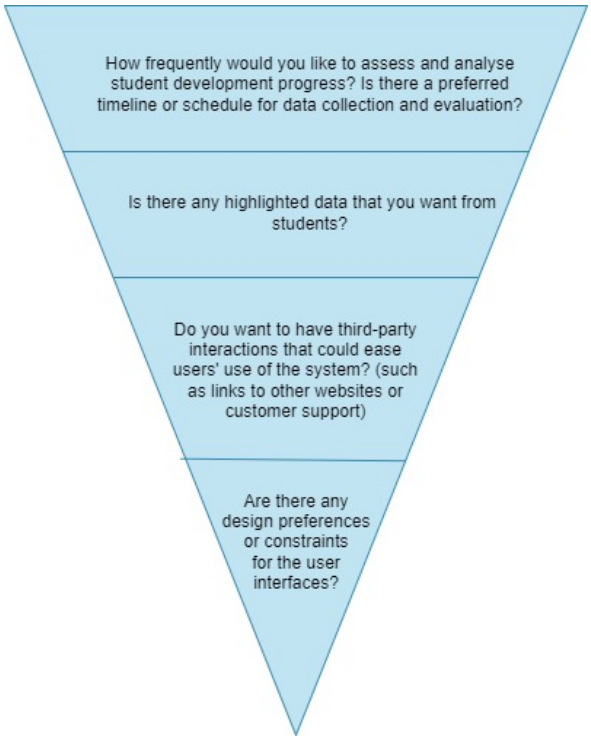
One of the most effective methods we employed was the in-depth interview session with Mr. Hanif. This session allowed us to delve even deeper into the project's specifics, gaining a more profound understanding of its nuances and requirements. Through this interview, we were able to explore the intricate details of the design requirements and constraints, ensuring that our system development efforts would align seamlessly with the project's objectives. Furthermore, Mr. Hanif shared his vision for how the system should operate, the benefits it should offer, and the maintenance strategies to keep it running smoothly. This valuable insight provided us with a clear and well-defined roadmap for our project.

Collaboration also played a crucial role in our information gathering process. We worked closely with other groups to prepare interview questions, resulting in a comprehensive and well-rounded set of inquiries. This collective effort ensured that we left no requirement or need unaddressed, as we sought to gather a holistic range of perspectives and insights.

After the extensive interview sessions with Mr. Hanif and other stakeholders, we consolidated our findings and requirements, culminating in the finalization of project details. This step was crucial in shaping the path forward for our system development project, ensuring that we had a precise and comprehensive understanding of the project's goals and constraints.

In summary, our methods for information gathering were multifaceted and collaborative, with each step contributing to a holistic understanding of the project. The briefing and interviews with Mr. Hanif were instrumental in providing a clear direction and vision for our system development project, while collaboration with other groups enhanced the comprehensiveness of

our requirements. This meticulous approach has laid a strong foundation for our project's success, aligning our efforts with the project's goals and ensuring that the system we develop will meet its objectives effectively.



(Data collection frequency)
8. How frequently would you like to assess and analyse student development progress? Is there a preferred timeline or schedule for data collection and evaluation?

(Specific data requirement)
9. Is there any highlighted data that you want from students?

(Customer support availability)
10. Do you want to have third-party interactions that could ease users' use of the system? (such as links to other websites or customer support)

(Design preference & constraint)
11. Are there any design preferences or constraints for the user interfaces?

Figure 1.0 : Example of the interview questions

2.0 Introduction

The Youth Ventures StuPort Management System project, undertaken by the dedicated team "Explorer," is a significant step towards revolutionizing the support and opportunities provided to passionate and deserving youth in Southeast Asia. This project is driven by a deep commitment to empower the youth and make their dreams and aspirations a reality. Youth Ventures Asia, the visionary organization behind this initiative, has earned recognition as an Outstanding Ecosystem Leader and Active Community Builder, demonstrating its dedication to youth development.

The proposed system aims to address the operational challenges faced by Youth Ventures Asia, streamlining their processes, and enhancing the recognition of student achievements. It seeks to create a more efficient and supportive platform for students to manage their information, achievements, skills, and feedback, while also empowering administrators to make informed decisions and continually improve the quality of educational programs and activities.

This project's success is rooted in a comprehensive approach to information gathering, including in-depth interviews with Mr. Hanif Marzuki Mohd Saupi, the client representative for Youth Ventures Asia, and collaboration with other groups to ensure a holistic understanding of the project's goals and requirements. The project's scope encompasses students, administrators, and partners from Youth Ventures, each with distinct roles and responsibilities.

In this introductory phase, the project's Human Resource Planning, Work Breakdown Structure (WBS), PERT Chart, and Gantt Chart have been outlined to ensure efficient project management and resource allocation. The proposed system offers multiple benefits, including improved data management, personalized support for students, enhanced transparency, and data security, ultimately creating a supportive and data-driven environment for the youth.

This project embodies the spirit of Youth Ventures Asia's vision and commitment to empowering the youth, making it a transformative force in the field of youth development and education. With a dedicated team, comprehensive planning, and a clear vision, the Youth

Ventures StuPort Management System project is poised to make a significant impact in the lives of aspiring young individuals in Southeast Asia.

3.0 Organizational Background

Figure 3.0: Youth Ventures Company's Logo

Youth Ventures Asia, founded in late 2018, is a pioneering organization dedicated to empowering passionate youth across Southeast Asia. With a vision to make these young individuals competitive and globally relevant, the organization is on a mission to create a sustainable ecosystem where the dreams and aspirations of the youth can thrive.

Youth Ventures Asia has been recognized as an Outstanding Ecosystem Leader, specifically an Active Community Builder in 2022, earning the prestigious Origin Innovator Award. Their Youth Accelerator program is at the heart of their success, guiding passionate students to kickstart their entrepreneurial or career journeys even before graduation. Notable success stories from their accelerator program include Artmeet, Qarbotech, SwiftyPro, AfterKelas, IntelliRent, and many more.

Youth Ventures Asia is not only an expert in youth development but also in making people feel youthful and enthusiastic about their pursuits. Their innovative approach involves collaborating with both public and private organizations to instill an entrepreneurial mindset, impart essential technology skills, and accelerate the growth of young talents in the region. They

offer a comprehensive, plug-and-play youth development solution that helps institutions improve enrollment rates and enhance graduate employability. By connecting with more than 40 educational institutions and having successfully assisted over 10,000 youths in realizing their career and entrepreneurial goals.

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Mr. Hanif Marzuki Mohd Saupi, the client representative for Youth Ventures Asia, is a staunch advocate for youth development and envisions a future where the organization's mission aligns perfectly with addressing the challenges of easily finding more relevant connections and job opportunities. His aspiration is to create a system that surpasses any existing professional networking platform in the market. This system, in line with Youth Ventures Asia's vision, would be more powerful, user-friendly, clean, and sustainable. It would offer passionate youths a seamless way to connect with opportunities and individuals that can propel their dreams forward. With Mr. Hanif's commitment and the organization's track record of success, Youth Ventures Asia is poised to be a transformative force in youth development, providing a safe and empowering space for exploration, entrepreneurship, and community support, ultimately driving positive change on a global scale. For inquiries or collaboration, Mr. Hanif can be reached at +6017-750-1827.

4.0 The Case Study

This case study delves into the evolution of the Youth Ventures StuPort Management System through the implementation of the AI-IS (Artificial Intelligence-Integrated System). The organization had been grappling with a host of operational challenges, such as the intricate management of multiple program cycles, the arduous compilation of data from diverse databases, and the consistent recognition of student achievements across varying cycles . The overarching aim was to streamline operations, enhance data management, improve the recognition of student achievements, and ultimately elevate overall efficiency for all stakeholders.

To kickstart this transformation, we adopted a comprehensive approach to information gathering. We strategically categorized open-end and closed-end questions to ensure an organized data collection process. This approach encompassed interviews with key stakeholders.

Under the existing method, student profiles were managed manually, involving laborious data entry and the maintenance of multiple databases. Staff had to painstakingly input student information across various program cycles, which made cross-referencing achievements and milestones a challenging task. The proposed solution introduced the AI-IS system, which seamlessly integrated a centralized database to consolidate student profiles and program data, eliminating the need for maintaining multiple databases. This system also featured an automated achievement recognition component to monitor and acknowledge student accomplishments across program cycles. Additionally, a user-friendly data sharing portal was introduced to facilitate efficient collaboration among clients, partners, and stakeholders.

The outcomes of this transformation were substantial. The centralized database streamlined data management, bolstered achievement recognition, and facilitated efficient data sharing, resulting in an overall boost in efficiency for all stakeholders. In conclusion, the AI-IS system effectively addressed the operational hurdles faced by the Youth Ventures StuPort Management System, underscoring the transformative potential of AI and integrated systems in optimizing non-profit operations and advancing the interests of all involved parties.

5.0 Problem Statement

The current system for managing student profiles at Youth Ventures StuPort encounters operational hurdles that impede effective tracking and handling. A primary challenge lies in the inefficient management of multiple program cycles, causing difficulties in monitoring student progress across different phases. Additionally, the system grapples with the complexities of compiling data from multiple databases, leading to time-consuming report generation. The lack of seamless integration among modules further complicates the issue, preventing a comprehensive understanding of each student's journey. Recognition of students' achievements across different cycles is also problematic, affecting motivation and the organization's ability to showcase success stories. To address these issues discreetly, a proposed system is introduced, aiming to streamline operations through integrated program cycle management, centralized database handling, seamless module integration, improved achievement recognition, a user-friendly interface for stakeholders, and robust reporting and analytics tools. This holistic solution seeks to enhance efficiency and data management while better acknowledging student accomplishments across diverse program cycles.

6.0 Proposed Solutions

To overcome the operational challenges faced by the current system, we have decided to develop a Youth Ventures StuPort Management System, which emphasizes a holistic solution for improved efficiency.

Firstly, we recommend the implementation of a centralized database system that consolidates student profiles and program data. This will simplify data management and eliminate the need to access multiple databases, making it easier to track students' progress across different program cycles. The system should also have robust search and filter functions for easy data access.

Secondly, introducing a comprehensive achievement recognition system can help automatically track and acknowledge students' accomplishments, simplifying the process of recognizing their achievements across program cycles.

Lastly, to simplify data sharing, a secure and user-friendly portal can be established, allowing clients, partners, and relevant stakeholders to access and exchange data more efficiently, thus fostering better collaboration.

In summary, the proposed solutions include a centralized database system, an achievement recognition system and a user-friendly data sharing portal. These measures will streamline the Youth Ventures StuPort Management System, improve data management, enhance student achievement recognition, ultimately boosting overall efficiency for everyone involved.

7.0 Objectives

Youth Ventures StuPort Management System primarily aims to efficiently collect and manage student information, including personal details, achievements, skills, interests, talents, academic or co-curriculum certificates, resume and level of satisfaction towards the programs and activities organized by Youth Ventures and their partners. By including the features such as managing profile, dashboard, resume, activities, registration, reward and feedback, this system can foster a more supportive academic management platform, help students to have systematic management and empower administrators and partners of Youth Ventures to create more effective programs and activities.

To achieve the mission of developing the Youth Ventures StuPort Management System, it's crucial to establish clear objectives and a well-defined plan. In accordance with the Software Development Lifecycle (SDLC), there are some vital phases that will be undergone to ensure the completeness and functionality of the system: Planning, Analysis, Design, Development and Testing.

In the planning phase, it's imperative to define roles and responsibilities within the project team, conduct human resource planning to ensure the right expertise on the board, create a Work Breakdown Structure (WBS) to detail project tasks and utilize tools like PERT and Gantt charts to map out the project schedule. The analysis phase involves gathering user requirements through interviews, surveys and workshops, creating visual representations of system interactions like use cases, activity diagrams and sequence diagrams and documenting all gathered requirements in a comprehensive Software Requirements Specification (SRS).

Moving on to the design phase, we will establish a system architecture, design the database structure, craft user-friendly User Interface/User Experience (UI/UX) designs and create a Software Design Document (SDD) that outlines the architectural and detailed design of Youth Ventures StuPort Management System. Meanwhile, the development phase will include writing code, developing software components and implementing system functionalities according to the requirements and design of our client, Youth Ventures.

Lastly, in the testing phase, we will first determine the testing approaches to be employed, then identify and rectify defects or issues discovered during testing and create a Software Test Document (STD) to comprehensively document testing procedures. By following these well-defined phases and tasks, we aim to ensure a systematic and successful development process for the Youth Ventures StuPort Management System, resulting in a robust and fully-functional solution.

8.0 Scope of the Project

Youth Ventures StuPort Management System will focus on three types of users, which are students, administrators of Youth Ventures, also known as master administrators, and partners or clients of Youth Ventures such as event organizers, government agencies, private companies and universities, acknowledged in the system as an administrator. With different identities and roles the users are when they access the system, different tasks and limitations can be performed and constrained to them. By defining these constraints, the scope and the limitations of the project are constructed in which they define what areas this system will cover and what will be included and what will not be respectively.

Standing at the point of view of the primary user of Youth Ventures StuPort Management System, students can input personal information, including name, contact details, academic records, skills, interests, talents, achievements and ambitions. The dashboard functions as a central hub, offering students an overview of their profile, activities, rewards and achievements within the system. The system enables students to create, update and download their digital resumes for showcasing their skills and experiences. Students can easily register for various programs and activities through the system. After actively participating and providing feedback on these activities, by indicating their satisfaction levels, students have the opportunity to earn rewards or badges as a recognition of their engagement. They have the autonomy to choose whether the rewards or badges and activities can be shown on their profiles and resumes.

As master administrators of the system, the administrators of Youth Ventures hold the highest level of authority with access to manage all users' profiles. They play a vital role in creating feedback form and analyzing the feedback provided by students on programs and activities, using this information to assess program effectiveness and pinpoint areas for improvement. The administrators can also give the review to students based on the students' feedback. Additionally, the administrators are responsible for managing and tracking programs and activities within the system. They have the authority to give badges and rewards after students provide feedback on a particular program or activity.

As a role of partners of Youth Ventures, also known as administrators, they will make use of the system by having the access to publish their event seamlessly. Beyond event creation, partners engage in a crucial verification process post-event to ensure the active participation of students. As event organizers, they hold the authority to review and analyze feedback provided by participants, gaining valuable insights into the success and impact of their initiatives within the Youth Ventures community.

In conclusion, the Youth Ventures StuPort Management System is designed to cater to the distinct needs and roles of three key user groups: students, master administrators, and partners or clients of Youth Ventures. For students, in brief, the system serves as a comprehensive platform for inputting and managing personal information, engaging in various activities and showcasing their achievements and experiences through resumes. Master administrators, holding the highest level of authority, overseeing user profiles, analyzing feedback and ensuring the overall effectiveness of programs. Partners of Youth Ventures as administrators seamlessly utilize the system to publish events, verify student participation and gain valuable insights through participant feedback. Together, these roles create a dynamic ecosystem where individuals can actively participate, contribute and be recognized in public, fostering a collaborative and impactful environment for personal and professional development.

9.0 Project Planning

9.1 Human Resource

Human Resource Planning (HRP) is the strategic process of ensuring that the right people with the right skills are available at the right time to successfully complete the project within 15 weeks. With this plan, we can identify the skill requirements and estimate the resource needs, so that each member of our developer team will be divided by project manager with different tasks and activities during planning phase, analysis phase, design phase, development phase and lastly testing phase. It may help to ensure that our organization's workforce is strategically aligned with the objectives, leading to optimized resource utilization, minimized project risks, and increased work efficiency.

For this project, we have formed a team named “Explorer” which consists of 4 members who are Koh Li Hui, Koh Su Xuan, Lee Yik Hong and Vinesh A/L Vijayakumar to develop “Youth Ventures StuPort Management System”. In this system, we have defined 8 modules which are Manage Authentication, Manage Profile, Manage Registration, Manage Activity, Manage Feedback, Manage Resume, Manage Reward, and Manage Dashboard.

We have a detailed understanding of each team member so that each person can be responsible for their own tasks according to their capabilities. Below shows a list of the positions of each member in the "Explorer" team who will show their leadership roles on implementing each module.

a) Koh Li Hui
   - **Roles:** Project Manager, Designer
   - **Lead modules:** Manage Feedback and Manage Dashboard

b) Koh Su Xuan
   - **Roles:** Database Administrator (DBA), Quality Assurance (QA) Tester
   - **Lead modules:** Manage Profile and Manage Resume

c) Lee Yik Hong

- **Roles:** System Analyst, Documentation Specialist
- **Lead modules:** Manage Authentication and Manage Activity

d) Vinesh A/L Vijayakumar

- **Roles:** Developer
- **Lead modules:** Manage Registration and Manage Rewards

Project Phase	Task	Effort (Days)	Resource Type
Initiation	Form a developer team	1	Project Manager
	Identify stakeholders and users	11	Project Manager, System Analyst
	Create project proposal	9	Project Manager
	Methods for Information Gathering	8	System Analyst
	Understand organizational background	3	System Analyst
	Define problem statement and proposed solutions	5	Developer
	Define project overview, objectives and scope	5	System Analyst, Quality Assurance (QA) Tester
Planning	Define roles and responsibilities	1	Koh Li Hui
	Human Resource Planning	3	Project Manager
	Work Breakdown Structure (WBS)	3	Project Manager
	PERT Chart	4	Project Manager
	Gantt Chart	7	Project Manager
Analysis	Gather user requirements	16	System Analyst
	Create use cases, activity diagrams and sequence diagrams	20	System Analyst
	Develop Software Requirements Specification (SRS)	11	Documentation Specialist
Design	Create system architecture	24	Designer
	Design database	8	Designer, Database

			Administrator (DBA)
	Develop user interface and user experience (UI/UX) designs	8	Designer
	Create Software Design Document (SDD)	17	Documentation Specialist
Development	Writing code	28	Developer
	Develop software components	15	Developer
	Implement system functionalities	15	Developer
Testing	Determine type of testing used	7	Quality Assurance (QA) Tester
	Identify and rectify defects or issues	14	Quality Assurance (QA) Tester, Developer
	Develop Software Test Document (STD)	18	Documentation Specialist

Table 9.1 Examples of tasks and expected duration carried out by each team members

9.2 Work Breakdown Structure (WBS)

To provide a structured framework that aligns the project's components with its objectives and requirements, we design Work Break Breakdown Structure (WBS) as a foundational tool in project planning for developing a new system. WBS breaks down the project into smaller and more manageable components, allowing project stakeholders and developer team to clearly understand what is included and excluded from the project. Thus, it can be an essential component that will lead to the project's success. Below shows the example of Work Breakdown Structure (WBS) for developing "Youth Ventures StuPort Management System".

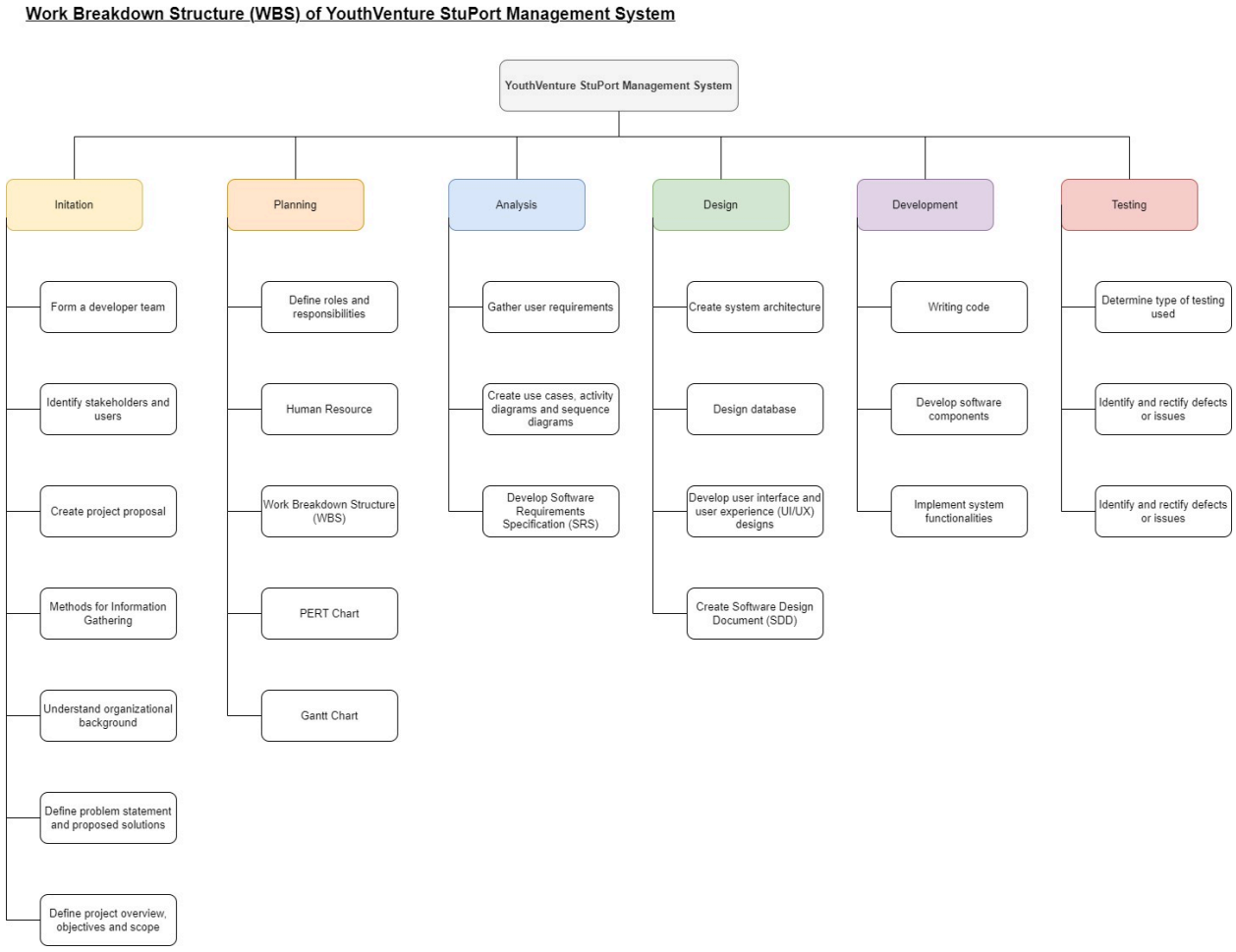


Table 9.2 Examples of Work Breakdown Structure in "Youth Ventures StuPort Management System" project

9.3 PERT Chart

PERT chart is a valuable tool as it may offer a structured approach to time management, allowing us to better understand the project's scope, sequence, and potential risks, ultimately contributing to more successful project execution. By breaking down the project into smaller tasks and determining their expected durations through Pert chart, it can help us to identify the critical path of a project, which is the longest sequence of dependent tasks that, if delayed, would delay the entire project. Below shows the example that we develop a PERT chart for all the activities that need to be done in this project.

.	**Activity**	**Predecessor**	**Duration(Weeks)**
A	Form a developer team	None	0.1
B	Identify stakeholders and users	None	1.5
C	Create project proposal	None	2.0
D	Understand organizational background	B	0.4
E	Define problem statement and proposed solutions	C	0.5
F	Define project overview, objectives, and scope	C,D,E	0.5
G	Define roles and responsibilities	A	0.1
H	Human Resource	G	0.3
I	Work Breakdown Structure (WBS)	F,H	0.3
J	PERT Chart	I	0.4
K	Gantt Chart	J	0.7
L	Gather user requirements	B	2.0
M	Create use cases, activity diagrams and sequence diagrams	L	3.0
N	Develop Software Requirements Specification (SRS)	M	1.5
O	Create system architecture	I	3.0
P	Design database	O	1.0
Q	Develop user interface and user experience (UI/UX) designs	O	1.0
R	Create Software Design Document (SDD)	N,P,Q	2.0
S	Writing code	R	4.0
T	Develop software components	S	2.0
U	Implement system functionalities	T	2.0
V	Determine type of testing used	S	1.0
W	Identify and rectify defects or issues	U	2.0
X	Develop Software Test Document (STD)	K,R,V,W	2.5

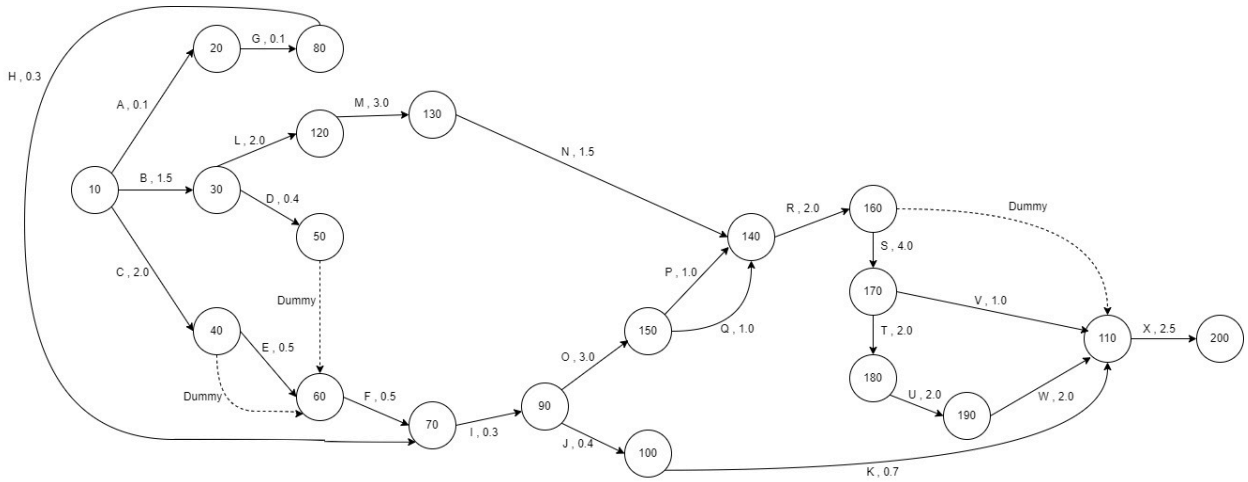


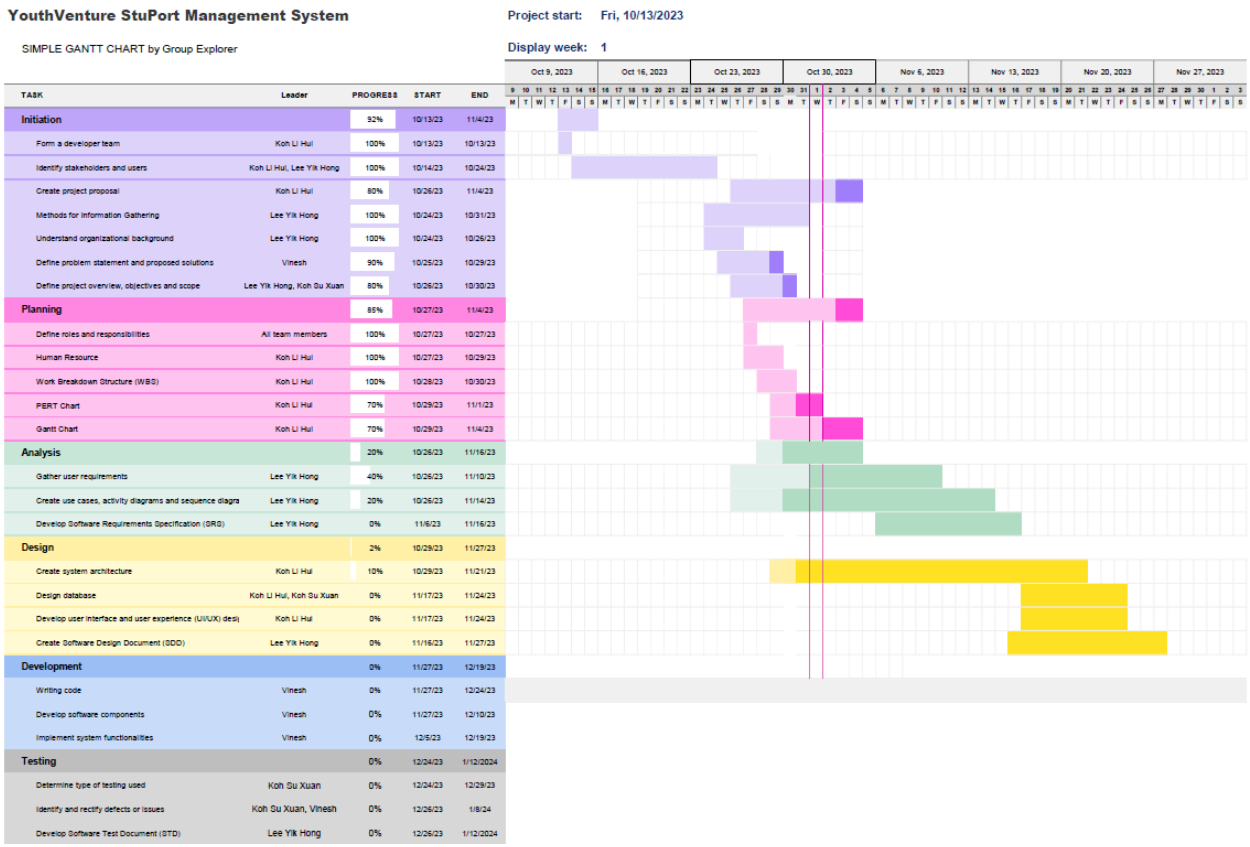
Table 9.3 Examples of PERT diagram in "Youth Ventures StuPort Management System" project

As a PERT chart of our project shown above, we have determined a ***critical path*** which is **B - L - M - N - R - S - T - U - W - X** with a total duration, 20.5weeks . The critical path is typically the longest path through the network of tasks and dependencies, measured in terms of the total expected duration (weeks). However, this critical path may change during the process of developing a system due to unforeseen circumstances or changes in task durations. Thus, regular monitoring and updating of the PERT chart are essential to effectively manage the project and stay on track.

9.4 Gantt Chart

In this project, we also use the Gantt chart to help planning, scheduling and monitoring the whole project progress. The Gantt chart will provide a clear, structured overview of what needs to be done, who is responsible for each task, and when each task is scheduled to occur. One of the main purposes we prepare Gantt chart as a part of our project is to ensure that our project is completed efficiently, always be able to remain on track, and within budget while keeping stakeholders informed and engaged throughout the project's lifecycle. For instance, the Gantt chart below displays tasks, activities, and their respective timelines.

Table 9.4 Examples of Gantt chart in "Youth Ventures StuPort Management System" project



TASK	Leader	PROGRESS	START	END
Initiation		92%	10/13/23	11/4/23
Form a developer team	Koh Li Hui	100%	10/13/23	10/13/23
Identify stakeholders and users	Koh Li Hui, Lee Yik Hong	100%	10/14/23	10/24/23
Create project proposal	Koh Li Hui	80%	10/26/23	11/4/23
Methods for Information Gathering	Lee Yik Hong	100%	10/24/23	10/31/23
Understand organizational background	Lee Yik Hong	100%	10/24/23	10/25/23
Define problem statement and proposed solutions	Vinesh	90%	10/25/23	10/29/23
Define project overview, objectives and scope	Lee Yik Hong, Koh Su Xuan	80%	10/26/23	10/30/23
Planning		85%	10/27/23	11/4/23
Define roles and responsibilities	All team members	100%	10/27/23	10/27/23
Human Resource	Koh Li Hui	100%	10/27/23	10/29/23
Work Breakdown Structure (WBS)	Koh Li Hui	100%	10/28/23	10/30/23
PERT Chart	Koh Li Hui	70%	10/29/23	11/1/23
Gantt Chart	Koh Li Hui	70%	10/29/23	11/4/23
Analysis		20%	10/26/23	11/16/23
Gather user requirements	Lee Yik Hong	40%	10/26/23	11/10/23
Create use cases, activity diagrams and sequence diagra	Lee Yik Hong	20%	10/26/23	11/14/23
Develop Software Requirements Specification (SRS)	Lee Yik Hong	0%	11/6/23	11/16/23
Design		2%	10/29/23	11/27/23
Create system architecture	Koh Li Hui	10%	10/29/23	11/21/23
Design database	Koh Li Hui, Koh Su Xuan	0%	11/17/23	11/24/23
Develop user interface and user experience (UI/UX) desi	Koh Li Hui	0%	11/17/23	11/24/23
Create Software Design Document (SDD)	Lee Yik Hong	0%	11/16/23	11/27/23
Development		0%	11/27/23	12/19/23
Writing code	Vinesh	0%	11/27/23	12/24/23
Develop software components	Vinesh	0%	11/27/23	12/10/23
Implement system functionalities	Vinesh	0%	12/5/23	12/19/23
Testing		0%	12/24/23	1/12/2024
Determine type of testing used	Koh Su Xuan	0%	12/24/23	12/29/23
Identify and rectify defects or issues	Koh Su Xuan, Vinesh	0%	12/26/23	1/8/24
Develop Software Test Document (STD)	Lee Yik Hong	0%	12/26/23	1/12/2024

10.0 Benefits and Overall Summary of Proposed System

Youth Ventures StuPort Management System is a comprehensive solution that caters to the needs of students, administrators of Youth Ventures and partners of Youth Ventures. It not only simplifies data collection and management but also encourages active student participation in programs and activities. By offering personalized support and facilitating progressive data entry, the system empowers students to shape their educational journey.

For students, the system simplifies the process of managing their profiles by allowing them to input, update, and maintain personal information, academic records, skills, interests, achievements and career aspirations. This not only streamlines self-presentation to potential employers and educational institutions but also empowers students to build a comprehensive digital resume. The platform's central dashboard provides an efficient way for students to stay organized and motivated, offering an overview of their profiles, activities, rewards and achievements. The progressive rewards and badges further encourages active participation and students can provide feedback on programs and activities, contributing to their personal development and the enhancement of offerings.

Administrators of Youth Ventures (Master Administrators) play a crucial role in managing profiles and data and ensuring the effectiveness of programs and activities. By analyzing the feedback collected from students, administrators gain insights to assess program effectiveness and identify areas for improvement. They can efficiently manage and track programs and activities within the system, which includes recording student participation and the distribution of rewards and badges.

Partners of Youth Ventures (Administrators) are supported by the ease of managing events and handle the verification process of students' attendance, making the partnership with Youth Ventures more effective. The system’s communication and collaboration capabilities facilitate coordination among partners, administrators of Youth Ventures and students, promoting efficient collaboration and creating a more streamlined and data-driven approach to managing educational and extracurricular activities.

In summary, the proposed system, Youth Ventures StuPort Management System offers a holistic approach that benefits all users involved. It enhances the educational experience, promotes student development and facilitates administrative efficiency while partners gain valuable insights and collaborate effectively. By addressing the unique needs of each user group, the Youth Ventures StuPort Management System emerges as a robust and inclusive solution for managing and recognizing the diverse talents and accomplishments of the youths as the future leaders of the country and development of the world.

Log Book #1

FACULTY OF COMPUTING
UTM Johor Bahru

SECP2613 – System Analysis & Design (WBL)

Log Meeting

MEETING AGENDA

Group Name:	Explorer	**Time:**	11:00 am - 11:30 am
Date of Meeting: (DD/MM/YYYY)	28/10/2023	**Location:**	Online (Google Meet)

1. Meeting Objective

- To understand each task in the proposal.
- To update our proposal progress and make sure it is on the right path.
- To discuss with each group member to make sure all of us have the same understanding about the user requirements.

2. Attendees

Name	Department/Division	E-mail	Phone
KOH LI HUI	School of Computing	kohhui@graduate.utm.my	012-768 2618
KOH SU XUAN	School of Computing	koh.xuan@graduate.utm.my	011-1077 8126
LEE YIK HONG	School of Computing	lee.hong@graduate.utm.my	018-378 8589
VINESH A/L VIJAYAKUMAR	School of Computing	vinesh03@graduate.utm.my	012-346 5289

3. Meeting Agenda

Topic	Person in Charge (PIC)	Action
- Explain what to do for each task in the proposal.	Koh Li Hui	- Li Hui shows the google docs which displays the contents of our proposal and discusses with other group members about each task in the proposal.
- Discuss about the user requirements.	All members	- To clearly make sure everyone can understand the user requirements, we have talked about our doubts and shared our opinions to each other.

4. Meeting Reflection
Yik Hong and Vinesh still have some questions to ask on their parts of proposal after Li Hui distributed the tasks through Whatsapps. With this, Yik Hong opened Google Meet and Li Hui started to share screens to display the proposal using google docs. We discuss each task on the proposal together and at the same time, Su Xuan has some doubts on the user requirements. Then, we recalled the first industry day and shared our opinions with each other. Finally, we understand all the tasks need to be written in the proposal and shall continue to complete the proposal.

Prepared by: Approved by:

…… ……

(Koh Li Hui) (Signature & Stamp)

References

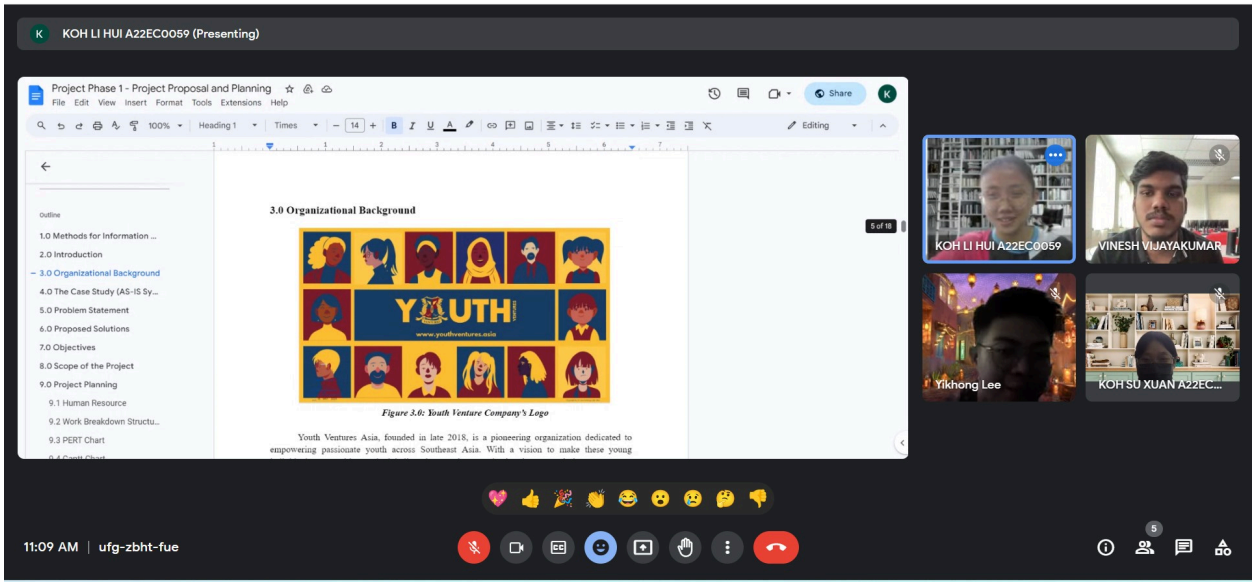


Figure 1: Discussing the proposal and user requirements.

Log Book #2

FACULTY OF COMPUTING
UTM Johor Bahru

SECP2613 – System Analysis & Design (WBL)

Log Meeting

MEETING AGENDA

Group Name:	Explorer	**Time:**	3:00 pm - 4:00 pm
Date of Meeting: (DD/MM/YYYY)	2/11/2023	**Location:**	Physical (CGMTL, N28)

1. Meeting Objective
- To review the progress of each team member in proposal. - To modify the proposal in alignment with the specified requirements. - To clarify on the modules and use cases designed.

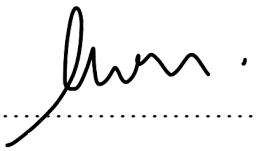
2. Attendees			
Name	**Department/Division**	**E-mail**	**Phone**
KOH LI HUI	School of Computing	kohhui@graduate.utm.my	012-768 2618
KOH SU XUAN	School of Computing	koh.xuan@graduate.utm.my	011-1077 8126
LEE YIK HONG	School of Computing	lee.hong@graduate.utm.my	018-378 8589
VINESH A/L VIJAYAKUMAR	School of Computing	vinesh03@graduate.utm.my	012-346 5289

3. Meeting Agenda		
Topic	**Person in Charge (PIC)**	**Action**
- Suggest the enhancement of Methods of Information Gathering.	Lee Yik Hong	- Improve the Methods of Information Gathering in proposal by adding a funnel diagram.
- Clarify the existing system used by the client's company.	Vinesh A/L Vijayakumar	- Conduct an analysis of the existing system within the client's company as a case study.
- Specify the functions and limitations of the proposed system.	Koh Su Xuan	- Define the scope of the proposed system.

- Planning project using Gantt Chart and PERT Chart.	Koh Li Hui	- Discuss the activities that need to be done during all phases.
- Explain the modules and use cases designed.	All members	- Examine the modules and use cases thoroughly by describing each in relation to their functions and features.

4. Meeting Reflection
During our meeting, Yik Hong enhanced the Methods of Information Gathering in the proposal to provide a structured and visual representation of the data collection process by incorporating a visually informative funnel diagram. Vinesh presented a comprehensive case study via conducting a thorough analysis of the client's existing system. Su Xuan took the initiative to clearly define the scope of the proposed system, ensuring a shared understanding among team members and the client. Li Hui facilitated a discussion on the activities required throughout all project phases, promoting collaboration and a cohesive approach. As a team, we collectively delved into examining modules and use cases meticulously, detailing each in terms of their functions and features. This meeting ensured a holistic understanding of the client's needs and established a clear direction for our future effort.

Prepared by:



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(Koh Su Xuan)

Approved by:

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(Signature & Stamp)

References

Figure 2: Reviewing the proposal and modules and use cases designed.