

Meeting Minutes – 03

Meeting Information

Objective:	Revision of Project Description and Discussion of Literature Review		
Date:	10/14/2020	Location:	Microsoft Teams
Time:	15:30 GMT+8	Meeting Type:	Official Meeting
Chairperson:	Sharfa Dhamin	Secretary:	Foo Yao Chong
Attendees:	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishtir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Dr. Radu Muschevici Sharfa Dhamin Gilbert Valentino		

Absent:

Agenda Items

Presenter

1	Finalizing project description	Yoong Joo
2	Literature review	Sharfa
3		

Decisions

- 1 Adding potential limitations of the app to project description
- 2 Brainstorming on requirements specification

New Action Items

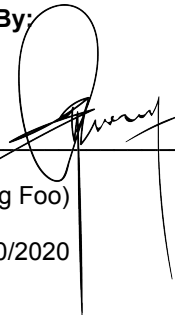
Responsible

1	To find out the weaknesses of this software	All members
2	List out functional and non-functional items	All members

Other Notes & Information

Location limitations

Prepared By:



(Yao Chong Foo)
Date: 14/10/2020

Approved By:



(Dr. Radu Muschevici)

Date: 8/12/2020