**Castor Team Meeting**

Meeting Minutes

**1st Meeting**

**Location:** Perpustakaan Tunku Abdul Rahman Yakub (PeTARY)

**Date:** 25th October 2022

**Time:** 1:15 PM

**Attendees:**

Mohammad Amir Alam Bin Rahim Omar (Project & Design Manager)

Azreen Shafieqah Binti Asri (Customer Interface & Design Manager)

Harith Zakwan Bin Zakaria (Customer Interface & Implementation Manager)

Faizatul Fitri Bin Boestamam (Test & Support Manager)

Mohammad Hamka Izzuddin Bin Mohamad Yahya (Planning & Support Manager)

Iman Tarmizi Rosalina (Quality & Process Manager)

**Absence with apologies:** N/A

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| At 1:15 PM, Mohammad Amir Alam Bin Rahim Omar welcomed the team members and then called the meeting to order. | |
| Confirmation of the Minutes:  Mohammad Amir Alam started the meeting by distributing roles for each team member.  Mohammad Amir Alam and Mohammad Hamka Izzuddin were disclosing the meeting by asking the client interviewing session details. | |
| Topic Discussed | 1)     Team member roles  2)     Problem statement  3)     System functionality  4) Proposal discussion (Proposal briefing and task distribution)  5)     Meeting with clients |
| 1.0 Agenda Item | |
| Discussion | 1.1     Mohammad Amir Alam started the discussion by distributing team member roles.  1.1.1   Mohammad Amir Alam was project manager and design manager, Azreen Shafieqah was customer interface manager and design manager, Harith Zakwan was customer interface manager and implementation manager, Faizatul Fitri was test and support manager, Mohammad Hamka was planning and support manager, and lastly Iman Tarmizi was quality and process manager. |
| 1.2     Mohammad Amir Alam was asking everyone the problem statement. In response, everyone else gave their own answer for the problem statement. Finally, after receiving everyone's answer, Mohamad Hamka Izzuddin decided to compile and everyone brainstormed all the answers to achieve a suitable problem statement for the UAGMS. Hence, everyone agreed and proceeded to system functionality. |
| 1.3     Mohammad Amir Alam and Azreen Shafieqah were asking how the UAGMS will work. In response, Iman Tarmizi, Harith Zakwan, Faizatul Fitri, and Mohammad Hamka Izzuddin suggested that the system will be capable of making announcement, provides details about EPP and EOP, membership expiry date reminder, registering and renewing membership, and lastly providing e-receipt for the customer. |
| 1.4     Mohammad Amir Alam was giving a briefing about the project proposal and then decided to divide the task among the team members. |
| 1.5     Mohammad Amir Alam and Mohammad Hamka Izzuddin were asking how we were going to meet the client. In response, Iman Tarmizi said that for interviewing the founder, the team should make an online meeting session because the Founder was not in Kota Samarahan while meeting face to face with the Operational Manager and Assistant Coach at UA Gym and Fitness Centre. |
| Action Items | * Questionnaire for interviewing with the founder will be further discussed after the meeting on Trello * Further discussion about UAGMS functionality will be made after interviewing sessions with the founder |
| Adjournment | At 2:30 pm, the meeting was adjourned because there was no more business to be discussed. |
| Next Meeting Date & Location | 31st October 2022, Perpustakaan Tunku Abdul Rahman Yakub (PeTARY). |

Table 1: 1st Meeting Minutes

**2nd Meeting**

**Location:** Perpustakaan Tunku Abdul Rahman Yakub (PeTARY)

**Date:** 31st October 2022

**Time:** 2:40 PM

**Attendees:**

Azreen Shafieqah Binti Asri (Customer Interface & Design Manager)

Harith Zakwan Bin Zakaria (Customer Interface & Implementation Manager)

Faizatul Fitri Bin Boestamam (Test & Support Manager)

Mohammad Hamka Izzuddin Bin Mohamad Yahya (Planning & Support Manager)

Iman Tarmizi Rosalina (Quality & Process Manager)

**Absence with apologies:** Mohammad Amir Alam Bin Rahim Omar (Project & Design Manager). He was required to perform in a musical production for the DeTAR PUTRA UNIMAS graduation ceremony.

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| The meeting was called to order at 2:40 PM by Mohammad Hamka Izzuddin Bin Mohamad Yahya, our planning manager, who also greeted the team members. | |
| Confirmation of the Minutes:  Mohammad Hamka Izzuddin Bin Mohamad Yahya, Azreen Shafieqah Binti Asri, and Harith Zakwan Bin Zakaria started a discussion about the system functionality of the client's web application, web application graphical user interface (GUI), brainstorming payment method and details for Ultimate Athletics and FITNESS Centre membership and programme, and schedule with booking method for the programme provided by the gym. | |
| Topic Discussed | 1) System functionality of the UA and Fitness Centre web application  2)    Graphical User Interface of the web application  3)  Payment method and payment details for membership and program  4)   Program schedule system with two different ideas  5)   Questionnaire for next Q&A session with operational manager |
| 2.0 Agenda Item | |
| Discussion | 2.1  Mohammmad Hamka, Azreen Shafieqah, and Harith Zakwann started the meeting by furthering the discussion about UAGMS functionality.  2.1.1  Harith Zakwan, Faizatul Fitri, and Iman Tarmizi were brainstorming about payment methods and payment details for membership and program.  2.1.2     Iman Tarmizi asked Harith on how to deal with the FPX, an internet-based payment gateway. In response, Harith said that the UAGMS will only provide e-invoice for the customer and the payment will be done outside of the system such as QR pay, online transfer, and cash. Hence, everyone agreed with the answer. |
| 2.2  Mohammad Amir Alam and Azreen Shafieqah shared their ideas about the program schedule system. Either the admin and customer will connect each other via the system or directly using Whatsapp application. |
| 2.3 Iman Tarmizi was reminding everyone to check the questions provided by him on Trello. Also, he asked everyone to type any questions required on Trello. |
| Action Items | * Further discussion will be made after interviewing session with Operational Manager |
| Adjournment | The meeting was adjourned at 3:35 p.m. because there was no more business to be discussed. |
| Next Meeting Date & Location | 14th November 2022, Perpustakaan Tunku Abdul Rahman Yakub (PeTARY). |

Table 2: 2nd Meeting Minutes

**3rd Meeting**

**Location:** 24 Hours Room, Perpustakaan Tunku Abdul Rahman Yakub (PeTARY)

**Date:** 14th November 2022

**Time:** 2:15 PM

**Attendees:**

Mohammad Amir Alam Bin Rahim Omar (Project & Design Manager)

Azreen Shafieqah Binti Asri (Customer Interface & Design Manager)

Harith Zakwan Bin Zakaria (Customer Interface & Implementation Manager)

Faizatul Fitri Bin Boestamam (Test & Support Manager)

Mohammad Hamka Izzuddin Bin Mohamad Yahya (Planning & Support Manager)

Iman Tarmizi Rosalina (Quality & Process Manager)

**Absence with apologies:** N/A

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| Mohammad Amir Alam Bin Rahim Omar opened the meeting by extending a warm welcome to the team members at 1:15 PM. | |
| Confirmation of the Minutes:  Mohd Amir Alam Bin Rahim Omar started the meeting about the System Requirement Specification (SRS) report's content.  Mohd Amir Alam Bin Rahim Omar ended the meeting about the System Requirement Specification (SRS) report's task distribution. | |
| Topic Discussed | 1)    System Requirement Specification report content  2)    System Requirement Specification report task distribution |
| 3.0 Agenda Item | |
| Discussion | 3.1 Mohammad Amir Alam was explaining the System Requirement Specification to everyone. |
| 3.2 Mohamad Amir Alam was distributing tasks for the System Requirement Specification report. He started the distribution by letting everyone choose parts in SRS by themselves and mentioning a few members to help others in the SRS report. |
| Action Item |  |
| Adjournment | The meeting concluded at 3:00 p.m. as there was no further business to be addressed. |
| Next Meeting Date & Location | To be announced |

Table 3: 3rd Meeting Minutes

**4th Meeting**

**Location:** WhatsApp Group

**Date:** 12th December 2022

**Time:** 9:00pm

**Attendees:**

Mohammad Amir Alam Bin Rahim Omar (Project & Design Manager)

Azreen Shafieqah Binti Asri (Customer Interface & Design Manager)

Harith Zakwan Bin Zakaria (Customer Interface & Implementation Manager)

Faizatul Fitri Bin Boestamam (Test & Support Manager)

Mohammad Hamka Izzuddin Bin Mohamad Yahya (Planning & Support Manager)

Iman Tarmizi Rosalina (Quality & Process Manager)

**Absence with apologies:** N/A

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| At 9:00 PM, Mohammad Amir Alam Bin Rahim Omar welcomed the team members and then called the meeting to order. | |
| Confirmation of the Minutes:  Mohammad Amir Alam started the meeting by distributing roles for each team member. | |
| Topic Discussed | 1) System Design Specification report content  2) System Design Specification report task distribution |
| 1.0 Agenda Item | |
| Discussion | 1.1     Mohammad Amir Alam started the discussion by distributing team member roles.  1.1.1    Mohamad Amir Alam was distributing tasks for the System Requirement Specification report. He decided the distribution where introduced by Mohamad Amir Alam, architecture by Iman Tarmizi Rosalina and Faizatul Fitri, high level design by Mohamad Amir Alam, Azreen Shafieqah, Harith Zakwan and Mohammad Hamka. |
| 1.2     Mohammad Amir Alam was asking everyone if the distribution task was okay or not. |
| 1.3    Mohammad Amir Alam was giving a summary about the System Design Specification among the team members. |
| Action Items |  |
| Adjournment | With no further business to discuss, the meeting was adjourned at 9:30 pm. |
| Next Meeting Date & Location | To be announced |

Table 4: 4th Meeting Minutes

**5th Meeting**

**Location:** WhatsApp Group

**Date:** 1st January 2023

**Time:** 1:00pm

**Attendees:**

Mohammad Amir Alam Bin Rahim Omar (Project & Design Manager)

Azreen Shafieqah Binti Asri (Customer Interface & Design Manager)

Harith Zakwan Bin Zakaria (Customer Interface & Implementation Manager)

Faizatul Fitri Bin Boestamam (Test & Support Manager)

Mohammad Hamka Izzuddin Bin Mohamad Yahya (Planning & Support Manager)

Iman Tarmizi Rosalina (Quality & Process Manager)

**Absence with apologies:** N/A

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| Mohammad Amir Alam Bin Rahim Omar opened the meeting by extending a warm welcome to the team members at 1:00 PM. | |
| Confirmation of the Minutes:  Mohd Amir Alam Bin Rahim Omar started the meeting about the submission documentation report's content. | |
| Topic Discussed | 1) All documentation report content  2) Progress system |
| 1.0 Agenda Item | |
| Discussion | 1.1     Mohammad Amir Alam started the discussion by distributing team member roles.  1.1.1       Mohamad Amir Alam was distributing tasks for the documentation report. He decided the distribution task. |
| 1.2     Mohammad Amir Alam was asking everyone if the distribution task was okay or not. |
| 1.3 Azreen Shafieqah ask all the member about their progress system. |
| 1.4    Mohammad Amir Alam was giving a summary about the checklist documentation to be submitted among the team members. |
| Action Items |  |
| Adjournment | With no further business to discuss, the meeting was adjourned at 2:00 pm. |
| Next Meeting Date & Location | To be announced |

Table 5: 5th Meeting Minutes