

Meeting Minutes

Meeting Information

- **Date:** 16 April 2025
- **Time:** 8:00PM – 9:00PM
- **Location:** Microsoft Teams Virtual Meeting
- **Meeting Type:** Project Planning

Attendees

- Haizatul Nazirah Nizam binti Hairunizam (Group Leader)
- Amirah Aisyah binti Azman
- Puteri Iman Balqis binti Muhammad Zulkey
- Heng Javenn

Agenda

1. Project Overview and Requirements
2. Task Assignment and Responsibilities
3. Timeline Planning and Deliverables

Discussion Points

Agenda 1: Project Overview and Requirements

- Team discussed the Campus Event Check-in System project requirements
- Reviewed project guidelines document from the course
- Noted the importance of Kano model for classifying requirements
- Identified key systems: student ID database and payment processing system

Agenda 2: Task Assignment and Responsibilities

- Discussed each member's strengths and assigned roles
- Haizatul will coordinate the project, context objects and handle submissions
- Amirah will work on project preliminary details
- Puteri will focus on requirements elicitation plan
- Javenn will work on elicitation execution
- All members will handle SRS document structuring and documentation

Agenda 3: Timeline Planning and Deliverables

- Notes final deadline: 23 May 2025
- Created milestone deadlines for each project component
- Planned for weekly meetings to track progress
- Discussed documentation requirements for final submission

Decisions Made

1. Use GitHub for document storage and WhatsApp Group for communication
2. Weekly meetings scheduled after tutorial class every Wednesday, 12:00PM
3. Draft documents will be due 3 days before final deadline
4. Use Kano Model to classify requirements
5. Each team member assigned specific project sections
6. All team members will work together on SRS documentation

Action Items

Task	Assigned To	Deadline	Status
Create GitHub repository	Haizatul	23 April 2025	Not Started
Draft project preliminary document	Amirah	23 April 2025	Not Started
Research context objects	Haizatul	30 April 2025	Not Started
Create requirements elicitation plan	Puteri	07 May 2025	Not Started
Create SRS document template	Javenn	13 May 2025	Not Started

Next Meeting

- **Date:** 23 April 2025
- **Time:** 12:00PM
- **Location:** FCI Student Lounge
- **Preliminary Agendas:**
 1. Review Completed Tasks
 2. Finalised Context Objects
 3. Begin Requirements Collection
 4. Time Adjustments and Next Steps

Notes

- All members should review Kano Model before next meeting
- All members should research similar event check-in system for reference
- Review the project guidelines again before starting individual tasks
- Consider potential interview questions for requirements elicitation with stakeholders

Approval

These minutes were approved by team members on 17 April 2025.