Meeting Minutes

Meeting Information

- **Date:** 30 April 2025
- **Time:** 12:00PM – 1:00PM
- **Location:** FCI Student Lounge
- **Meeting Type:** Progress Review Meeting

Attendees

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

Agenda

1. Review Completed Tasks
2. Finalised Context Objects
3. Begin Requirements Collection
4. Timeline Adjustments and Next Steps

Discussion Points

Agenda 1: Review Completed Tasks

- Haizatul confirmed GitHub repository creation
- Amirah shared project preliminary draft
- Haizatul presented initial context objects list
- Puteri explained elicitation plan using Kano Model
- Javenn shared draft SRS document template

Agenda 2: Finalised Context Objects

- Team reviewed and finalised all system context objects
- Identified primary interfaces with student ID database and payment systems
- Mapped all external system interactions and boundaries
- Approved final context diagram for SRS document
- Discussed integration requirements with university systems

Agenda 3: Timeline Planning and Deliverables

- Team review categories for requirements using Kano Model:
  - Basic attributes: ID validation, security, basic payment processing
  - Performance attributes: Check-in speed, interface usability
  - Attractive attributes: Advanced features, unique capabilities

- Discussed survey questions and interview plans
- Agreed on simplified approach due to time constraints

Agenda 4: Timeline Adjustments and Next Steps

- Reviewed current progress against timeline
- Identified potential delays in requirement collection
- Updated task deadlines to ensure project completion
- Discussed preparation needed for final deadline (23 May 2025)

Decisions Made

1. Use simplified survey for broader feedback
2. Requirements will be clearly labelled with Kano categories
3. Start SRS drafting while continuing elicitation
4. Final review meeting scheduled for 14 May 2025
5. Continue using GitHub and WhatsApp for documentation and communication
6. All member to revie full document before final submission

Action Items

Task	Assigned To	Deadline	Status
Create questionnaire using Kano Model	Javenn	13 May 2025	In Progress
Distributed questionnaires	Haizatul & Amirah	13 May 2025	Not Started
Plan observation sessions	Haizatul & Amirah	14 May 2025	Not Started
Draft functional requirements	Puteri	14 May 2025	In Progress
Begin SRS introduction section	Javenn	15 May 2025	In Progress

Next Meeting

- **Date:** 14 May 2025
- **Time:** 12:00PM
- **Location:** FCI Student Lounge
- **Preliminary Agendas:**
    1. Review Requirements Collection Results
    2. Finalize SRS Document Draft
    3. Review Project Completion Status
    4. Final Document Preparation for Submission

Notes

- Update shared document with new requirements as found
- All member should review full document before final meeting
- Continue applying Kano Model to categorize all requirements
- Remember final project deadline is 23 May 2025

Approval

These minutes were approved by team members on 1 May 2025.