

# Meeting Minutes

## Meeting Information

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

## Discussion Points

### Agenda 1: Review Requirements Collection Results

- Javenn presented results from questionnaires
- Haizatul and Amirah shared observation findings and perspectives-based reading results
- Puteri presented requirements organized according to Kano Model categories
- Javenn presented brainstorming session outcomes

### Agenda 2: Finalize SRS Document Draft

- Team reviewed each section of the SRS document draft
- Specific changes made to the SRS
- Verified SRS structure follows ISO/IEC/IEEE 29148:2018 standard
- Confirmed requirements are properly categorized as:
  - Basic Requirements (Dissatisfiers)
  - Performance Requirements (Satisfiers)
  - Attractive Requirements (Delighters)

### Agenda 3: Review Project Completion Status

- Reviewed completion status of all project components
- Discussed alignment with project guidelines
- Ensured appropriate documentation of Kano Model application
- Confirmed GitHub repository directory for documentation are organized

#### **Agenda 4: Final Document Preparation for Submission**

- All documents to be named according to required format: TT1L\_G8\_[DocumentName]
- Reviewed submission package contents
- Created final submission checklist to ensure completeness

#### **Decisions Made**

1. Draft SRS document approved with minor revisions
2. Requirements categorization using Kano Model finalized
3. All supporting documentation draft approved for later submission
4. Haizatul will do final check for all documentation in GitHub by 22 May 2025
5. All members to perform final review by 21 May 2025

#### **Action Items**

<b>Task</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Status</b>
Complete final SRS draft revisions	Javenn & Puteri	19 May 2025	In Progress
Format all documents	Amirah	20 May 2025	Not Started
Perform final quality review	All members	21 May 2025	Not Started
Final GitHub documentation check	Haizatul	22 May 2025	Not Started

#### **Project Review**

- Successfully applied Kano Model to all requirements
- Completed all stakeholder interviews and surveys
- SRS document meets required standards
- Team agreed project deliverables draft are ready for submission after minor changes complete

#### **Notes**

- Final submission deadlines: 23 May 2025, 11:59 PM
- Remember to follow proper document naming format

#### **Approval**

These minutes were approved by team members on 15 May 2025.