**List of Tasks**

|  | Tasks | Responsibility | Status | |
| --- | --- | --- | --- | --- |
| Complete | Not Complete (Reason/Next Step) |
|  | Analyze the existing problem statements in Project 1 | All members | Ok |  |
|  | Brainstorming enhancement of Project 1 | All members | Ok |  |
|  | List the enhancements | Sofea | Ok |  |
|  | Identify the target user - name, position, company address, and other relevant information | Alieya | Ok |  |
|  | Analysis Part - Use PAC, IPO, pseudocode | Sofea |  | In progress |
|  | Design UML diagrams (use case, class, etc.) | Alieya |  | In progress |
|  | Sketch GUI for enhancements | Alieya | Ok |  |
|  | Implement database for user input | Syazana |  | Not started; schema design pending review |
|  | Implement core functionalities | Syazana |  | Not complete; pending implementation completion |
|  | Coding - Progress project implementation | All members |  | In progress; outline drafted, needs detailed descriptions |
|  | Test implemented functionalities | Afiah |  | Not started; awaiting task completion |
|  | Write documentation for the tracker | Sofea |  | In progress; outline drafted, needs detailed descriptions |
|  | Draft slide presentation | Afiah |  | Not started; will include summary of analysis, design, and implementation |
|  | Compile and submit the final project | All members |  | Not started; awaiting task completion |

Meeting Report Template

PROJECT CSC 3104

Group No.: \_3\_\_\_\_ Meeting No.: \_1\_\_\_

Date: 28/11/2024 Day: Thursday Time: 8.30 pm

Attendance:

| Matric No. | Name | Signature |
| --- | --- | --- |
| 224704 | NUR SOFEA BINTI MUHALIS |  |
| 224157 | NUR AFIAH LIANA BINTI IZANI |  |
| 224360 | ALIEYA FITRISYA BINTI ANUAR |  |
| 225552 | NURUL SYAZANA BINTI ZAIDI |  |

Agenda:

-discuss role and assign task for each member

-identify title project and problem-solving goals

-GUI sketch overview

-discuss timeline progress for project

Action:

**Assign Tasks**

* Sofea: IPO/PAC,flowchart, documentation, and enhancements list.
* Alieya: UML diagrams, GUI design.
* Syazana: Database design, core functionalities.
* Afiah: Testing, target user details, presentation slides.

**Identify Title of Project and Problem-Solving Goals**

* Finalize the project title (*Academic Tracker*).
* Define the main problem the system solves (efficient academic tracking, user-friendly interfaces, target-based guidance and database integration)

**Discuss Timeline Progress for Project**

* Week 8 : sketch IPO,PAC/FLOWCHART

sketch UML ,GUI

Approved:



(Nur Sofea,28/11/24)