**MINUTE MEETING 1**

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| **Meeting/Project Name** | Decision on suitable project to be presented for Mini Project | | | | |
| **Date of Meeting** | Week 2 (27 July 2020) | | **Time** | | 2.30PM-5.30PM |
| **Minutes Prepared By** | Adilah Adriana Binti Zainuddin | | **Location** | | Online – Whatsapp Group |
| 1. **Meeting Objective** | | | | | |
| * To choose suitable project from previous semester to be presented as Mini Project. | | | | | |
| 1. **Attendees** | | | | | |
| * Project team members: * Nurul Alin Binti Kamarudin * Shuhaila Binti Mohd Shahri * Adilah Adriana Binti Zainuddin | | | | | |
| 1. **Discussion** | | | | | |
| * Introduction of attendees * Discussion of important topics related to the project * Discussion of tasks, scope of project to be delegate to each team members. | | | | | |
| 1. **Action Items** | | | | | |
| **Action** | | **Assigned To** | | **Due Date** | |
| Review past project from previous semester. | | Nurul Alin Binti Kamarudin | | **31 July 2020** | |
| List out advantage and disadvantage of all chosen project | | Shuhaila Binti Mohd Shahri | | **31 July 2020** | |
| Analyse possible enhancement for each project | | Adilah Adriana Binti Zainuddin | | **31 July 2020** | |

**MINUTE MEETING 2**

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| **Meeting/Project Name** | Discussion of enhancement to be applied in Change Request Form (OCRS) for selected project. | | | | |
| **Date of Meeting** | Week 3 (03 August 2020) | | **Time** | | 2.30PM-5.30PM |
| **Minutes Prepared By** | Adilah Adriana Binti Zainuddin | | **Location** | | Online – Whatsapp Group |
| 1. **Meeting Objective** | | | | | |
| * To propose possible enhancement of selected project to be applied in Change Request Form (OCRS) | | | | | |
| 1. **Attendees** | | | | | |
| * Project team members: * Nurul Alin Binti Kamarudin * Shuhaila Binti Mohd Shahri * Adilah Adriana Binti Zainuddin | | | | | |
| 1. **Discussion** | | | | | |
| * Introduction of attendees. * Discussion of important topics related to the project. * Review of enhancement for chosen project. * Delegate task for each team members. * List of action items from meeting. | | | | | |
| 1. **Action Items** | | | | | |
| **Action** | | **Assigned To** | | **Due Date** | |
| Present and review the chosen project | | Nurul Alin Binti Kamarudin | | **07 August 2020** | |
| List and define the enhancement for chosen project | | Adilah Adriana Binti Zainuddin | | **07 August 2020** | |
| Decide on each enhancement to be applied into the OCRS | | Nurul Alin Binti Kamarudin | | **07 August 2020** | |
| Fill in OCRS form of the possible enhancement | | Shuhaila Binti Mohd Shahri | | **07 August 2020** | |