

 UNIVERSITI TEKNIKAL MALAYSIA MELAKA	ARTIFICIAL INTELLIGENCE PROJECT MANAGEMENT		MINUTES OF FIELD WORK MEETING	
BITI 3533	SEMESTER 1		SESI 2022 / 2023	
Purpose of Meeting	1. To delegate task among group members 2. To decide how long each aipm process should take place 3. To discuss problems that might encounter Complete the minutes and reply to burhanuddin@utem.edu.my			
Meeting Date and Time	22/12/2022 – 4 PM	Venue	FTMK LOBBY	
Attendees	S1G2 Group C 1. Meeting chairperson: KAVINRAJ A/L SIVAKUMAR B032010230 2. Minute taker: MUHAMMAD FARHAN BIN MOHD NOOR B032010270 3. Member: TONG YING FAN B032120061			
Agenda				
1	Task delegation			
2	Timeline preparation			
3	Q and A			
No	Item Discussed			Remarks
1	Setting up github project tool			Kavin
2	Preparing project details			Farhan
3	Project cost estimation			Tong
4	Finding references			Tong
5				