

**CPT6314 Final Year Project (FYP) 1 Meeting Log  
Trimester OCT / NOV 2025 (Trimester ID:2530)**

<b>Meeting Date:</b> 18/11/2025	<b>Meeting No.:</b> 1
<b>Meeting Mode:</b> Face-to-Face	
<b>Project ID:</b> P552	<b>Project Type:</b> Application-based
<b>Project Title :</b> SmartChat Budget: A Conversational AI App for Automated Expense Tracking and Personalized Financial Insights	
<b>Student ID :</b> 1211111953	<b>Student Name:</b> Mohamed Shahrizal bin Samsudeen
<b>Student Programme and Specialisation:</b> Bachelor's Degree in Computer Science (Data Science)	
<b>Supervisor Name:</b> Dr Aziah binti Ali	<b>Co-Supervisor Name:</b> Dr. Noramiza Hashim
<b>Collaborating Company:</b> None	<b>Company Supervisor Name:</b> None

**1. WORK DONE**

Tasks:

- 1) Problem Formulation and Project Planning
- 2) Background Study or Literature Review

Details (in point form):

- Attended first supervision meeting with supervisor.
- Supervisor explained the overall structure of FYP, including objectives, assessment components, and expected progress throughout the semester.
- Discussed how FYP will be conducted week by week, including meeting frequency and deliverables.
- Presented initial ideas on how the project might be approached.

- Discussed currently available systems related to the proposed project domain.
- Identified similarities and differences between existing systems and the proposed project idea.
- Asked questions related to Chapter 1 of the FYP report, including problem background, problem statement, and project objectives.
- Gained clearer understanding of FYP expectations and report structure.

## **2. WORK TO BE DONE**

Tasks:

- 1) Problem Formulation and Project Planning
- 2) Background Study or Introduction

Details (in point form):

- Finalise the project idea based on discussion with supervisor.
- Refine problem statement, objectives, and scope for Chapter 1.
- Conduct deeper background study on existing systems related to the project.
- Identify gaps or limitations in current systems to strengthen problem justification.
- Start drafting Chapter 1: Introduction of the FYP report.
- Prepare questions or clarifications for the next supervision meeting.

## **3. PROBLEMS ENCOUNTERED AND SOLUTIONS**

- Problem: Uncertainty about structuring Chapter 1 correctly.  
Solution: Refer to FYP guidelines and examples and clarify with supervisor during next meeting.
- Problem: Difficulty in identifying a strong and specific problem statement.  
Solution: Break down the general problem into smaller issues and refine them based on real-world needs and system limitations.
- Problem: Lack of clarity on how detailed Chapter 1 should be at this stage.  
Solution: Refer to FYP report guidelines and sample reports provided by the faculty.

## **4. COMMENTS (Supervisor / Co-Supervisor / Company Supervisor)**

.....  
Supervisor's Signature

*Shahrizal*

.....  
Student's Signature

.....  
Co-Supervisor's Signature  
(if applicable)

.....  
Company Supervisor's Signature  
(if applicable)

### **IMPORTANT NOTES TO STUDENTS:**

1. Items 1 – 3 are to be completed by the students prior to the meeting. Item 4 is to be completed by the supervisor / co-supervisor / company supervisor.
2. Student has to upload the soft copies of the meeting logs in eBwise and also attach them along with interim (FYP1) report.  
Minimum requirement is SIX Meeting Logs (Period: Week 3 to Week 12). Students can have fortnightly meetings with the supervisor.
3. Log sheets provide the basis for evaluating the General Effort (Project Management, Attitude, and Technical Competency) of the student, by the supervisor and also for checking the attendance requirement of the student, by the FYP Committee.  
  
This also provide the student with feedback from the supervisor / co-supervisor / company supervisor on the tasks done and provide the plan for the upcoming tasks. This can provide the motivation for the student to give consistent and efficient effort throughout the period of FYP.
4. Student who fails to meet the minimum requirement (six nos.) of log sheets will not be allowed to submit FYP report.