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

Meeting Date: 2/12/2025	Meeting No.: 2
Meeting Mode: Face-to-Face	
Project ID: P552	**Project Type:** Application-based
Project Title : SmartChat Budget: A Conversational AI App for Automated Expense Tracking and Personalized Financial Insights	
Student ID : 1211111953	**Student Name:** Mohamed Shahrizal bin Samsudeen
Student Programme and Specialisation: Bachelor's Degree in Computer Science (Data Science)	
Supervisor Name: Dr Aziah binti Ali	**Co-Supervisor Name:** Dr. Noramiza Hashim
Collaborating Company: None	**Company Supervisor Name:** None

1. WORK DONE

Tasks:
1) Background Study or Literature Review
2) Problem Formulation and Project Planning
3) Design or Research Methodology

Details (in point form):
- Attended second supervision meeting with supervisor.
- Discussed FYP report structure and overall formatting requirements.
- Clarified the expected number of pages for Chapter 2 (Literature Review).

- Asked questions regarding the correct report format, including layout, headings, and referencing style.
- Presented Chapter 1 draft and received supervisor's opinion and feedback.
- Discussed improvements for Chapter 1, including problem statement and objectives.
- Had an initial discussion on prototype implementation, including possible tools, technologies, and approach.

2. WORK TO BE DONE

Tasks:
1) Background Study or Literature Review
2) Design or Research Methodology
3) Prototype Development or Proof of Concept

Details (in point form):
- Revise Chapter 1 based on supervisor's feedback.
- Start writing Chapter 2: Literature Review according to the suggested page length.
- Follow the correct report format as discussed.
- Identify relevant journals, articles, and existing systems for literature review.
- Plan the prototype architecture and select appropriate development tools.
- Prepare initial prototype flow.

3. PROBLEMS ENCOUNTERED AND SOLUTIONS

1. Problem: Uncertainty about the acceptable length of Chapter 2.
   Solution: Clarified page range with supervisor and plan content accordingly.
2. Problem: Confusion about report formatting and structure.
   Solution: Follow faculty FYP template and apply consistent formatting across chapters.
3. Problem: Unsure whether Chapter 1 content meets supervisor's expectations.
   Solution: Revise Chapter 1 based on feedback and seek confirmation in next meeting.

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.