



ALT F4 Software Solutions Co Ltd

Project Name : Instant MMLS Notifications

Minutes of the weekly meeting

ALTF4-MEETING/10/12/18

Date : 10 December 2018
 Time : 12 pm
 Venue : Design and Innovation Lab(AR0008), Faculty of Engineering,MMU Cyberjaya

Present:

No	Name	26/11	4/12	10/12	19/12	
1.	Chia Jason	/	/	/		
2.	Chai Yee Ting	/	/	/		
3.	Ahmad Nabil bin Nasrudin	/	/	/		
4.	Haziq Imran bin Hanip	/	/	/		
5.	Hor Sui Lyn	/	/	/		
6.	Liyana Safinaz binti Abdul Kadir	/	/	/		

/ : Present

L : On Leave

- : Absent

O : Official Duty

No	Item	Action/Due Date
01	Confirmation of Minutes The previous meeting minute was read by all the member. The original meeting date 11/12/18 was forwarded to 10/12/18 due to public holiday. Confirmed by Chai Yee Ting, Supported by all members.	
02	Matters Arising Design on System Architecture <ul style="list-style-type: none"> Different subjects are able to be loaded based on classes with scripts User Interface Suggestions <ul style="list-style-type: none"> Logo of MMU is changed to ims on login page Function of UI which are scroll bar, search, log out option, setting (store frequency, stored post, deletion of post, refresh button) is added in UI Time setting can be set as 15 minutes /6 hours/ 1 day/ 3days/ Never SOP1 and SOP2 Suggestions <ul style="list-style-type: none"> Topic of SOP1 and SOP2 are set as bug reporting and support and feature request procedure and application complaint procedure respectively 	Nabil & Jason Sui Lyn Liyana, Haziq and Yee Ting
03	Departmental Updates Progress Update <ul style="list-style-type: none"> Android Development from Jason and Nabil <ul style="list-style-type: none"> MMLS page is able to be loaded with scripts Proof of concept is completed User Interface from Sui Lyn 	Task listed need to be done before 19/12, Tuesday



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	<ul style="list-style-type: none">➤ MMLS basic login page with ID and password is designed• Requirement analysis from Haziq<ul style="list-style-type: none">➤ User requirements and basic functional requirements are added in Software Requirements Document in Github• Flow plan updates from Yee Ting and Liyana is available on Github <p>Task Allocation</p> <ul style="list-style-type: none">• Nabil and Jason will continue on architecture design of the application• Liyana, Haziq and Yee Ting will prepare SOP1 and SOP2• Sui Lyn will modify user interface according to the suggestion from members	
04	Other Matter	
	Next meeting time confirmed to be held 6pm, Tuesday	Continue at 19 December 2018

Meeting adjourned at 1pm

Prepared by,

Chai Yee Ting

Project Manager

Approved by,

Chai Yee Ting

Project Manager