ALT F4 Software Solutions Co Ltd
Project Name : Instant MMLS Notifications

Minutes of the weekly meeting   ALTF4-MEETING/26112018

Date   :   26 November 2018
Time   :   1:05 pm
Venue   :   Design and Innovation Lab (AR0008), Faculty of Engineering, MMU Cyberjaya

Present:

No	Name	26/11	4/12			
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**	
	Not applicable for first meeting	
02	**Matters Arising**	
	Understanding the demand of the market • Client needs must be understood before we proceed with the project. • Problem statement must be defined. **The project shall utilize the "Waterfall" development model.**	Google form survey by **Wednesday 28/11**
03	**Departmental Updates**	
	Role assignment • Chai Yee Ting is elected Project Manager. • Haziq Imran bin Hanip is assigned as Sales Engineer. • Hor Sui Lyn now owns the product. • Liyana Safinaz is assigned as Project Planner. • Chia Jason is hired to be the Developer. • Ahmad Nabil bin Nasrudin is hired to be the Developer. **Task assignment** • Yee Ting will come up with a cost / budget plan for the project. • Liyana will draft the gantt chart for the project timeline. • Haziq to draft the business recommendations. • Sui Lyn will conduct a quick online survey to gauge the market. • Nabil will get himself familiar with Android Studio by installing it. • Jason to write the minutes and compile the project details.	Task listed in the assignment list must be done by **Wednesday 28/11**

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04	Other Matters	
	Confirmation of next meeting time	Next meeting on **4th of December**

Meeting adjourned at 1.45 pm
Prepared by,

Chia Jason
Developer

Approved by,

Chai Yee Ting
Project Manager