



ALT F4 Software Solutions Co Ltd

Project Name: Instant MMLS Notifications

Minutes of the weekly meeting MEETING/04122018

ALTF4-

Date : 4 December 2018
Time : 9.05 am
Venue : Design and Innovation Lab (AR0008), Faculty of Engineering, MMU Cyberjaya

Present:

No	Name	26/11	4/12	11/12	18/12	25/12
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 No further corrections from previous minutes, the revised minutes were adopted unanimously Confirmed by Chai Yee Ting, Supported by all members	
02	Matters Arising	
	Design on system architecture <ul style="list-style-type: none">• Discussion in detail about the function proposed• Application must be able to push notification and share on social media (i.e Whatsapp)• Stores user data on app for auto-login by app• App can store notifications (html) for offline usage and search functions can be used to browse through previous notifications• Notification checking interval to be chosen by user• Show action buttons like 'share' and 'dismiss' on notification Introduction to management software used – GitHub <ul style="list-style-type: none">• Explanation on functionalities, how to start discussions and bring up issues	Jason & Nabil



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03	Departmental Updates	
	<p>Updates</p> <ul style="list-style-type: none">• Issues with Android Studio from Nabil<ul style="list-style-type: none">◦ Downloaded and tested software – problem with emulator, lagging after building UI• Survey updates from Sui Lyn<ul style="list-style-type: none">◦ More positive feedback on significance of project <p>Task Allocation</p> <ul style="list-style-type: none">• Nabil and Jason to work on the architectural design of the application• Liyana and Yee Ting will prepare meeting minutes and plan flow chart for overall work operation• Haziq will do an analysis based in the requirement of the project• Sui Lyn will work on the layout design and user interface	Task must be completed by Tuesday 11/12
04	Other Matter	
	Next meeting time confirmed Future weekly meeting has been set to Tuesday 6pm	Continues at 11 December 2018

Meeting adjourned at 10.10am
Prepared by,

Liyana Safinaz

Approved by,

Chai Yee Ting
Project Manager