



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 <ul style="list-style-type: none"> Client needs must be understood before we proceed with the project. Problem statement must be defined. The project shall utilize the "Spiral" development model with 3 cycles in mind.	Google form survey by Wednesday 28/11
03	Departmental Updates	
	Role assignment <ul style="list-style-type: none"> Chai Yee Ting is elected Project Manager. Chia Jason is assigned as Quality Controller. Haziq Imran bin Hanip is assigned as Sales Engineer. Hor Sui Lyn now owns the product. Liyana Safinaz is assigned as Project Planner. Ahmad Nabil bin Nasrudin is hired to be the Developer. Task assignment <ul style="list-style-type: none"> 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 4 th of December

Meeting adjourned 1.45 pm
Prepared by,

Chia Jason
Quality Controller

Approved by,

Chai Yee Ting
Project Manager