

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	1			
2.	Chai Yee Ting	1			
3.	Ahmad Nabil bin Nasrudin	I			
4.	Haziq Imran bin Hanip	1			
5.	Hor Sui Lyn	1			
6.	Liyana Safinaz binti Abdul Kadir	1			

/: 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	4	Other Matters	
		Confirmation of next meeting time	Next meeting on 4 th of December

Meeting adjourned at 1.45 pm Prepared by,

Approved by,

Chia Jason Developer Chai Yee Ting Project Manager