**Minutes of the weekly meeting ALTF4-MEETING/04122018**

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 |
|  | Chia Jason | / | / |  |  |  |
|  | Chai Yee Ting | / | / |  |  |  |
|  | Ahmad Nabil bin Nasrudin | / | / |  |  |  |
|  | Haziq Imran bin Hanip | / | / |  |  |  |
|  | Hor Sui Lyn | / | / |  |  |  |
|  | 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 systemarchitecture**   * 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 choosed by user * Show action buttons like ‘share’ and ‘dismiss’ on notification   **Introduction to management software used – GitHub**   * Explanation on functionalities, how to start discussions and bring up issues | **Jason** and **Nabil** |
| **03** | **Departmental Updates** | |
|  | **Updates**   * Issues with Android Studio from Nabil   + Downloaded and tested software – problem with emulator, lagging after building UI * Survey updates from Sui Lyn   + More positive feedback on significance of project   **Task Allocation**   * 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 **11December 2018** |

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| Meeting adjourned at 10.10am  Prepared by,  Liyana Safinaz | Approved by,  Chai Yee Ting  Project Manager |