**Minutes of the weekly meeting ALTF4-MEETING/02/01/19**

Date : 2 January 2019

Time : 11.00 am

Venue : Design and Innovation Lab (AR0008), Faculty of Engineering, MMU Cyberjaya

Present:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name | 26/11/2018 | 4/12/2018 | 10/12/2018 | 19/12/2018 | 31/12/2018 | 2/1/2019 |
|  | 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 | |
|  | **Midterm Review**   * Comments on members on presentation for further improvement |  |
| **03** | **Departmental Updates** | |
|  | **Updates**   * Android Development from Jason and Nabil   + Further code parsing of the MMLS page is done   **Task Allocation**   * Nabil to commit code and push to GitHub * Jason to integrate work done on android app by Nabil * Sui Lyn to add search bar and enable notification system |  |
| **04** | **Other Matter** |  |
|  | No meeting for next week for more work to be completed before further discussion.Next meeting to be held on 29th January | 29 January 2019 |

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| Meeting adjourned at 11.30am  Prepared by,  Liyana Safinaz | Approved by,  Chai Yee Ting  Project Manager |