**Minutes of the weekly meeting ALTF4-MEETING/10/12/18**

Date : 12 February 2019

Time : 17.00 pm

Venue : Common Lecture Complex & MPH CNMX 1002

Present:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name | 26/11 | 4/12 | 10/12 | 19/12 | 31/12 | 2/1 | 29/1 | 12/2 |
|  | 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**

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| --- | --- | --- |
| 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 | |
|  | **Final Review Presentation (20/2/2019)**   * Discussion in detail about the requirement of final review presentation * Presentation details are given by the in-charged lecturer, Mr Chan Mun Leong * Presentation starts from 3.30pm to 3.45pm in Faculty of Engineering, CLBR 1029 * Dress code for the presentation is determined based on majority vote, which is semi-casual. * Presentation Practice is set on 19/2/2019(12pm - 1pm)   **Final Review Report**   * The submission deadline of final review report is on 17/2/19 for compilation purpose * Need to reupload to github for confirmation by all group members * Submission of hardcopy and softcopy final report on 20/2/19 | All members  **Yee Ting** |
| **03** | **Departmental Updates** | |
|  | **Progress Update**   * **Development Team Update from Nabil and Jason** * Development team managed to fix thefound bugs from the user feedback and reupload to google play store again * **Final Review Report Update** * Final Review is not compiled yet * Liyans haven’t sent her work   **Task Allocation**   * Prepare for presentation * Compilation of final review report | Task listed need to be done before **20/2, Wednesday** |
| **04** | **Other Matter** |  |
|  | No other matters |  |

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| Meeting adjourned at 1730pm  Prepared by,  Chai Yee Ting | Approved by,  Chai Yee Ting  Project Manager |