**Minutes of the weekly meeting ALTF4-MEETING/19/12/18**

Date : 19 December 2018

Time : 6 pm

Venue : CNMX1002, Central Lecture Complex, MMU Cyberjaya

Present:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Name | 26/11 | 4/12 | 10/12 | 19/12 | 31/12 |
|  | 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 | |
|  | **Github repository**   * Work flow optimised * Source codes can be committed effectively   **SOP discussion**   * Completed SOP presented to other members * Small errors to be corrected, addition of loop   **Midterm Review**   * Discussion on what to prepare - presentation and report * Complilation and documentation to be done | **Jason** and **Nabil**  **Yee Ting, Haziq** and **Liyana** |
| **03** | **Departmental Updates** | |
|  | **Updates**   * Android Development from Jason and Nabil   + Extracted data from MMLS, showing title, content, announcement and lecture notes * User Interface by Sui Lyn   + A more completed XML layout has been done   **Task Allocation**   * Nabil and Jason to further work on application development, and to pass source code for documentation throughout the work * Yee Ting to compile all the document for midterm review |  |
| **04** | **Other Matter** |  |
|  | No meeting for next week for more work to be completed before further discussion.Meeting to be held before Midterm Review. | Continues at **31December 2018** |

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| Meeting adjourned at 6.30pm  Prepared by,  Liyana Safinaz | Approved by,  Chai Yee Ting  Project Manager |