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

Date : 31 December 2018

Time : 12.05 pm

Venue : Design and Innovation Lab(AR0008), Faculty of Engineering,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 | |
|  | **Mid term Review Presentation (2/1/2019)**   * Discussion in detail about the requirement of mid term review presentation * Presentation details are given by the in-charged lecturer, Mr Chan Mun Leong * Presentation starts from 10.30am to 10.45 am in Faculty of Engineering, CLBR 1019 * Dress code for the presentation is determined based on majority vote, which is semi-casual.   **Mid term Review Report Draft**   * Minor correction is required on the period of the notification of mobile application | All members  **Yee Ting** |
| **03** | **Departmental Updates** | |
|  | **Progress Update**   * **Development Team Update from Nabil and Jason** * Development team managed to obtain minimum information through parsing of data * Current version is only TEXT based and does not have fancy GUI. * **Mid Term Review Report Update from Yee Ting** * Mid term review still lack of content from project management tool and appendix of developed application   **Task Allocation**   * Nabil and Jason will continue on architecture design of the application * Yee Ting and Haziq will present on title, objective, problem statement, rationales and features of the app. * Nabil and Sui Lyn will present on arising problems and solutions to overcome them. * Liyana will present on roles and contribution of the selected member to the project team * Jason will in charged of the mobile application demonstration. | Task listed need to be done before 2**/9, Wednesday** |
| **04** | **Other Matter** |  |
|  | Next meeting time confirmed to be held on 6pm, Wednesday (2/1/2019) | Continue at 2 January **2019** |

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| Meeting adjourned at 12.45am  Prepared by,  Chai Yee Ting | Approved by,  Chai Yee Ting  Project Manager |