Minute Meeting

Company Name: Charmander

Project Title: Abella Scent’z Web Application

Date: 24th October 2020

Time: 11:00 am

Venue: Online platform Webex

Attendance: All group members attend the meeting

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| **Topic of Discussion** | **Action Taken by** |
| Assign specific roles for everyone | Sarah Elena binti Zamizan |
| Distribute work to everyone | Mohamed Adzhar bin Zaidi |
| Discuss about what needed in project proposal | All members |
| Discuss about project requirements | All members |
| Set fixed time for meeting | Mohamed Adzhar bin Zaidi |
| Set the discussion platform from Webex to discord due to time limit | Mohamed Adzhar bin Zaidi |

Prepared by:

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(SH. NUR AINI WAFA BINTI WAN AHMADI)

Endorsed by:

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(MOHAMED ADZHAR BIN ZAIDI)

Minute Meeting

Company Name: Charmander

Project Title: Abella Scent’z Web Application

Date: 31st October 2020

Time: 04:30 pm

Venue: Online platform discord

Attendance: All group members attend the meeting

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| **Topic of Discussion** | **Action Taken by** |
| Review of project proposal | All members |
| Discussion about video presentation | All members |
| Take a group photo | Syed Mohd Asyraf bin Wan Hashim |
| Discuss about project requirements | All members |

Prepared by:

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(SH. NUR AINI WAFA BINTI WAN AHMADI)

Endorsed by:

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(MOHAMED ADZHAR BIN ZAIDI)

Minute Meeting

Company Name: Charmander

Project Title: Abella Scent’z Web Application

Date: 7th November 2020

Time: 09:00 am

Venue: Online platform discord

Attendance: All group members attend the meeting

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| **Topic of Discussion** | **Action Taken by** |
| Review question to ask the client | All members |
| Assign specific task for everyone during meeting with client | All members |
| Sprint #2 planning | All members |
| Reminder about the part in proposal that need to submit | Sh. Nur Aini Wafa binti Wan Ahmadi |

Prepared by:

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(SH. NUR AINI WAFA BINTI WAN AHMADI)

Endorsed by:

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(MOHAMED ADZHAR BIN ZAIDI)

Minute Meeting

Company Name: Charmander

Project Title: Abella Scent’z Web Application

Date: 7th November 2020

Time: 02:00 pm

Venue: Online platform Webex

Attendance: All group members attend the meeting

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| **Topic of Discussion** | **Action Taken by** |
| Introduce the group members and their respective roles | Nur Syarwarni binti Berjaya |
| Presentation on project idea | Syed Mohd Asyraf bin Wan Hashim |
| Presentation on project planning | Sh. Nur Aini Wafa binti Wan Ahmadi |
| Session for client to give feedback | Client |
| Ask questions about any uncertainties in the development of the web app | Mohamed Adzhar bin Zaidi, Sarah Elena binti Zamizan and Muhammad Iz’aan bin Badrusam |

Prepared by:

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(SH. NUR AINI WAFA BINTI WAN AHMADI)

Endorsed by:

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(MOHAMED ADZHAR BIN ZAIDI)

Minute Meeting

Company Name: Charmander

Project Title: Abella Scent’z Web Application

Date: 7th November 2020

Time: 03:00 pm

Venue: Online platform Webex

Attendance: All group members attend the meeting

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| **Topic of Discussion** | **Action Taken by** |
| Ask madam about our project due to payment gateway | Mohamed Adzhar bin Zaidi |
| Assign someone to settle the payment gateway part | Muhammad Iz’aan bin Badrusam |
| Review others website for project idea | All members |
| Discuss about to start do the project in next week | All members |

Prepared by:

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(SH. NUR AINI WAFA BINTI WAN AHMADI)

Endorsed by:

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(MOHAMED ADZHAR BIN ZAIDI)

Minute Meeting

Company Name: Charmander

Project Title: Abella Scent’z Web Application

Date: 21st November 2020

Time: 08:15 pm

Venue: Online platform discord

Attendance: All group members attend the meeting

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| **Topic of Discussion** | **Action Taken by** |
| Show process of web app | Mohamed Adzhar bin Zaidi and Sarah Elena binti Zamizan |
| Select Presenter | Mohamed Adzhar bin Zaidi |
| Divise main task | Mohamed Adzhar bin Zaidi |
| Divide task for SRS Template | All members |
| Divide content presentation | Mohamed Adzhar bin Zaidi |
| Set a date for meeting with client | Nur Syarwarni binti Berjaya |

Prepared by:

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(SH. NUR AINI WAFA BINTI WAN AHMADI)

Endorsed by:

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(MOHAMED ADZHAR BIN ZAIDI)