

Minute of Meeting

Meeting date : 24/4/2025

Minute Date : 27/4/2025

Time : Start - 8pm

End - 8.30pm

Venue : Microsoft Teams

Attendance : Yong Di Lun

Wayman Tan

Naufal Zaid

Angel Phoon

Chaired by : Yong Di Lun

Meeting Title : Discussion and analysis of responses of KJ Model

No.	Matters Discussed	Status	Action By	Deadline
1.	GOAL OF KJ METHOD - Collect and organize the needs of stakeholders which include students, lecturers, administrator and parents from University Communication and Services Portal.		Yong Di Lun	23/4/2025
2.	Flow of KJ Method - gathered responses from our team members through Microsoft Teams and shared it through an online meeting. - moderator will read out all the responses during the meeting.			
3.	KJ Method Question 1 - What are the expectations of information and services from students to access the			

	<p>most frequently through the university portal?</p> <ul style="list-style-type: none"> - keep track of attendance - check academic performance - check class enrollment - check outstanding fees - keep track of exam schedules 			
4.	<p>KJ Method Question 2</p> <p>-What tools or features would assist the lecture in managing academic progress and attendance to students and parents?</p> <ul style="list-style-type: none"> - mark and view student attendance - input exam grades - upload course materials - make announcements through gmail 			
5.	<p>KJ Method Question 3</p> <p>-What is the key administrative functions or data that support administrator to perform daily tasks and manage student records efficiently?</p> <ul style="list-style-type: none"> - portal should be implemented with a flagging system which enables students and lecturers to report problems - a messaging system should be included to inform students about the dateline of assignments - include function to keep track student attendance, enrollment, fee tracking and academic records 			
6.	<p>KJ Method Question 4</p> <p>-What information is expected to be delivered to parents?</p> <ul style="list-style-type: none"> - academic performance - attendance records 			

	<ul style="list-style-type: none"> - financial obligation - disciplinary issue of their children 			
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Prepared by :

Angel

Name : Angel Phoon

Date : 27/4/2025

Reviewed and Approved by:



Name: Yong Di Lun

Date : 30/4/2025