

LOG BOOK

Meeting / Project Name:	my-Meds Apps		
Date of Meeting:	24/06/2019	Time:	9:30pm-11:00 pm
Minutes Prepared By:	Nur Sabrina Salihah Binti Khalid	Location:	Perpustakaan Sultanah Zanariah
1.Meeting Objective			
Discussed what modules and which members are assigned to create them			
2. Meeting Attendance			
<ul style="list-style-type: none">• Nur Sabrina Salihah Binti Khalid• Nurul Atiqah Bnti Hashim• Suzan Mujan Nyoreb• Nelena Nogili Thomas Miji			
3. Agenda, Notes, Decisions, Issues			
Topic	Owner	Time	
Create module for our my-Meds Apps	Nur Sabrina Salihah Binti Khalid	9:30pm-10:30pm	
Assign which members to create for each module	Nurul Atiqah Binti Hashim	11:00pm	
4. Action Items			
Action	Owner	Due Date	
Requires all groups to present their modules	All members	25/06/2019	

Meeting / Project Name:	my-Meds Apps		
Date of Meeting:	30/06/2019	Time:	2:00pm-4:00pm
Minutes Prepared By:	Suzan Mujan Nyoreb	Location:	PKU UTM
1.Meeting Objective			
Interviewed the stakeholders regarding our modules			
2. Meeting Attendance			
-Nurul Atiqah Binti Hashim -Nur Sabrina Salihah Binti Khalid -Suzan Mujan Nyoreb -Nelena Nogili Thomas Miji			
3. Agenda, Notes, Decisions, Issues			
Topic	Owner	Time	
Discuss the real problem statement with stakeholder	All members	2:00pm-4:00pm	
4. Action Items			
Action	Owner	Due Date	
All members requires to update their module based on the feedback obtained from the stakeholder	All members	01/07/2019	

Meeting / Project Name:	my-Meds Apps		
Date of Meeting:	1/07/2019	Time:	12:00pm-5:30pm
Minutes Prepared By:	Nurul Atiqah Binti Hashim	Location:	N28
1.Meeting Objective			
Conducted a meeting with Ms.Marina in her office			
2. Meeting Attendance			
<ul style="list-style-type: none">Nur Sabrina Salihah Binti KhalidNurul Atiqah Bnti HashimSuzan Mujan NyorebNelena Nogili Thomas Miji			
3. Agenda, Notes, Decisions, Issues			
Topic	Owner	Time	
Discussed with Ms.Marina regarding our slide presentation	Nelena Nogili Thomas Miji	12:00pm-1:00pm	
Request permission & signature for formal letter from Ms.Marina	Nurul Atiqah Binti Hashim	1:30pm-2:00pm	
Make changes to our slide presentation	All members	2:45pm-5:30pm	
4. Action Items			
Action	Owner	Due Date	
Requires all groups to present their slide presentation	All members	2/07/2019	

Meeting / Project Name:	my-Meds Apps		
Date of Meeting:	07/07/2019	Time:	9:00am-2:00pm
Minutes Prepared By:	Nelena Nogili Thomas Miji	Location:	N28A
1.Meeting Objective			
Conducted a group meeting among our group members to discuss regarding our apps			
2. Meeting Attendance			
<ul style="list-style-type: none">Nur Sabrina Salihah Binti KhalidNurul Atiqah Bnti HashimSuzan Mujan NyorebNelena Nogili Thomas Miji			
3. Agenda, Notes, Decisions, Issues			
Topic	Owner	Time	
Designing our my-Meds interface design	All members	9:00am-11:00am	
Making changes to our interface design	Suzan Mujan Nyoreb	11:35am-12:00pm	
Prepare slide presentation	All members	1:00pm-2:00pm	
4. Action Items			
Action	Owner	Due Date	
All members are required to finalize the interface design for each module	All members	09/07/2019	
Requires all groups to present their slide presentation	All members	09/07/2019	

Meeting / Project Name:	my-Meds Apps		
Date of Meeting:	14/07/2019	Time:	2:00pm-4:00pm
Minutes Prepared By:	Nur Sabrina Salihah Binti Khalid	Location:	N28A
1.Meeting Objective			
Discussed about our application prototype			
2. Meeting Attendance			
<ul style="list-style-type: none">Nur Sabrina Salihah Binti KhalidNurul Atiqah Binti HashimSuzan Mujan NyorebNelena Nogili Thomas Miji			
3. Agenda, Notes, Decisions, Issues			
Topic	Owner	Time	
Develop prototype for each module	All members	2:00pm-4:00pm	
Make changes in prototype based on updated modules	Nurul Atiqah Binti Hashim	2:00pm-4:00pm	
4. Action Items			
Action	Owner	Due Date	
All members required to present prototype of their updated module	All members	16/07/2019	

Meeting / Project Name:	my-Meds Apps		
Date of Meeting:	28/07/2019	Time:	1:00pm-4:00pm
Minutes Prepared By:	Suzan Mujan Nyoreb	Location:	N28A
1.Meeting Objective			
Conducted meeting to bind all modules in an APK format			
2. Meeting Attendance			
<ul style="list-style-type: none">Nur Sabrina Salihah Binti KhalidNurul Atiqah Binti HashimSuzan Mujan NyorebNelena Nogili Thomas Miji			
3. Agenda, Notes, Decisions, Issues			
Topic	Owner	Time	
Make changes to our module interface to be more attractive	All members	1:00pm-2:00pm	
Combine all completed module in APK file format	Nurul Atiqah Binti Hashim	2:00pm-4:00pm	
4. Action Items			
Action	Owner	Due Date	
All members are required to present their fully functioning module	All members	01/08/2019	