



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

**SCHOOL OF COMPUTING**  
Faculty of Engineering

---

UHMT1012 – GRADUATE SUCCESS ATTRIBUTES

---

ASSIGNMENT 3  
(MEETING MINUTES)

---

SECTION : 43 - COMPUTER NETWORK AND SECURITY

GROUP : 01

SUBGROUP MEMBER :

NO.	NAME	STUDENT ID
1	CHA ZHI YE	A20EC0022
2	LEE WAN FU	A20EC0066

LECTURER'S NAME : DR. NORHAIDA BTE MOHD SUAB

## 1<sup>st</sup> Meeting Minutes

Location: WhatsApp Group

Date : November 12, 2020

Time : 2.30 pm - 3.30 pm

### Attendance

1. Cha Zhi Ye
2. Jonathan Ting Moi Yao
3. Lee Wan Fu
4. Lim Zeng Kai
5. Mohamad Hadif Nazhan
6. Muhammad Angwin Sayrestian
7. Shafira Ika Maharani
8. Wong Pei San

### Action

1. Accept the task given by lecturer.
2. Decide the subgroup members.
3. Choose a subgroup to do the task.
4. Discuss the type of format –IJIC.

## 2<sup>nd</sup> Meeting Minutes

Location: WhatsApp Group

Date : November 14, 2020

Time : 2.00 pm - 3.00 pm

### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu

### Action

1. Divide the task in the subgroup.
2. Search some information about computer network and security from websites.

### 3<sup>rd</sup> Meeting Minutes

Location: WhatsApp Group

Date : November 21, 2020

Time : 2.00 pm - 3.00 pm

#### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu

#### Action

1. Discuss the contents of introduction in the assignment.
2. Write down the introduction.

## 4<sup>th</sup> Meeting Minutes

Location: WhatsApp Group

Date : November 28, 2020

Time : 2.00 pm - 3.00 pm

### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu

### Action

1. Decide a suitable subtopic for the assignment.
2. Write down the subtopic—computer security threats.

## 5<sup>th</sup> Meeting Minutes

Location: WhatsApp Group

Date : December 5, 2020

Time : 2.00 pm - 3.00 pm

### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu

### Action

1. Decide a suitable subtopic for the assignment.
2. Write down the subtopic—ways to improve computer security.

## 6<sup>th</sup> Meeting Minutes

Location: WhatsApp Group

Date : December 12, 2020

Time : 2.00 pm - 3.00 pm

### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu

### Action

1. Decide a suitable subtopic for the assignment.
2. Write down the subtopic—current issues.

## 7<sup>th</sup> Meeting Minutes

Location: WhatsApp Group

Date : December 18, 2020

Time : 2.00 pm - 3.00 pm

### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu

### Action

1. Discuss the contents of conclusion in the assignment.
2. Write down the conclusion.



## 8<sup>th</sup> Meeting Minutes

Location: WhatsApp Group

Date : December 19, 2020

Time : 2.00 pm - 3.00 pm

### Attendance

1. Cha Zhi Ye
2. Lee Wan Fu
3. Jonathan Ting Moi Yao

### Action

1. Finalize the abstract and keywords in the assignment.
2. Last check the task in the subgroup.
3. Check the assignment with Turnitin.
4. Correct the parts that possibly contain plagiarisms.

## 9<sup>th</sup> Meeting Minutes

Location: WhatsApp Group

Date : December 26, 2020

Time : 5.00 pm - 6.30 pm

### Attendance

1. Cha Zhi Ye
2. Jonathan Ting Moi Yao
3. Lee Wan Fu
4. Lim Zeng Kai
5. Mohamad Hadif Nazhan
6. Muhammad Angwin Sayrestian
7. Shafira Ika Maharani
8. Wong Pei San

### Action

1. Last check the task with Turnitin.
2. Submit the task in Google Drive.