



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

SCHOOL OF COMPUTING
Faculty of Engineering

Minutes of Meetings

UHMT1012 Graduate Success Attributes

Semester 1, Session 2020/2021

Lecturer: Dr. Mohamad Razib bin Othman

Section: 42

Group 4:

No.	Group Members	Matric no.
1.	Irfan Mubin Bin Shukri	A20EC0193
2.	Theresa Lau Xin Yi	A20EC0167
3.	Siew Yu Xuan	A20EC0146
4.	Brendan Dylan Gampa Anak Joseph Dusit	A20EC0021
5.	Teh Jing Ling	A20EC0228

MEETING MINUTES 1

Meeting/Project Name:	Meeting Minutes 1				
Date of Meeting:	12/12/2020 (Saturday)	Start time:	09:57pm		
Location:	Google Meet	End time:	10:54pm		
Chair:	All of us	Minute taker:	Theresa Lau Xin Yi		
1. Meeting Objective(s)					
Discuss about the company name, product name, product details and tasks for each member.					
2. Attendance					
Present					Apologies
Theresa Lau Xin Yi	Irfan Mubin Bin Shukri				
Teh Jing Ling					
Siew Yu Xuan					
Brendan Dylan Gampa Anak Joseph Dusit					
3. Agenda, Decisions, Issues					
Topic/ Discussion notes					Discussion led by
Product name: De Cama Detector De cama in Spanish means bed					Irfan Mubin Bin Shukri
Company name: Medic Care					Irfan Mubin Bin Shukri
Targets: Patients and elderly Mission: Lighten up the guardians' burden Objective: To help the patients and elderly can get first aid immediately.					Irfan Mubin Bin Shukri
Organization: CEO: Irfan Mubin Bin Shukri Secretary: Theresa Lau Xin Yi Financial: Teh Jing Ling Technical: Siew Yu Xuan Multimedia: Brendan Dylan Gampa Anak Joseph Dusit					Irfan Mubin Bin Shukri
4. Action Items					
Action			Responsible	Due Date	
Budget			Teh Jing Ling	16/12/2020	
Technical problems			Siew Yu Xuan	16/12/2020	
Meeting Minutes			Theresa Lau Xin Yi	18/12/2020	
Video of meeting			Brendan Dylan Gampa Anak Joseph Dusit	18/12/2020	
5. Next Meeting					
Date:	16/12/2020 (Wednesday)	Time:	9:30pm	Location:	Google Meet
Objective(s):	-discuss on how to market the product -budget -review the progress of plan -improvement plan				

<https://drive.google.com/file/d/1HZ9QwdDvG3J-JLwZmK-Pn8GliYXKWrt1/view?usp=sharing>

MEETING MINUTES 2

Meeting/Project Name:	Meeting Minutes 2		
Date of Meeting:	16/12/2020 (Wednesday)	Start time:	08:42pm
Location:	Google Meet	End time:	09:26pm
Chair:	All of us	Minute taker:	Theresa Lau Xin Yi
1. Meeting Objective(s)			
-discuss on how to market the product -budget -review the progress of plan -improvement plan			
2. Attendance			
Present			Apologies
Brendan Dylan Gampa Anak Joseph Dusit	Siew Yu Xuan		
Teh Jing Ling			
Irfan Mubin Bin Shukri			
Theresa Lau Xin Yi			
3. Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
Product details: 2 or 3 lasers 2 standard quality presseure plates 2 microphones			Irfan Mubin Bin Shukri
Market plans: Main target: hospitals Secondary target: personal home, old folks homes, medical care centers			Irfan Mubin Bin Shukri
Advertising platforms: Facebook, Instagram, website, magazine, newspapers			Irfan Mubin Bin Shukri
Budget: Technical research, tools, materials: RM 100000 Social media: RM 5000 Rent infrastructure: RM 10000 Team: RM 20000 Worker salary: RM 10000 Emergency: RM 5000			Teh Jing Ling
4. Action Items			
Action	Responsible		Due Date
Meeting Minutes	Theresa Lau Xin Yi		18/12/2020
Video of meeting	Theresa Lau Xin Yi		18/12/2020
Budget	Teh Jing Ling		18/12/2020
Brochure and video advertisement	Brendan Dylan Gampa Anak Joseph Dusit		01/01/2021
Finding collaboration with other companies	Irfan Mubin Bin Shukri		01/01/2021

<https://drive.google.com/file/d/1msf8OcVnz5LwboGcPOUFYxpZ5X6u0lxG/view?usp=sharing>