

# MINUTES OF MEETING

<b>Meeting/Project Name:</b>	eLESEN: Kick-off Integration meeting between Perhilitan eLESEN and ePERMIT system		
<b>Date of Meeting:</b>	19/8/2024	<b>Time:</b>	9.30-10.00am
<b>Meeting Facilitator:</b>	Dagang Net Technologies Sdn Bhd	<b>Location:</b>	DNT Level 1 and Ms Teams

## A. Attendees

**Company – Refer to attached List of Attendees**

### Dagang Net Technologies Sdn Bhd (DNT)

1. Azhar Bin Hassan (Business Development) <azhar.hassan@dagangnet.com>
2. Fatin Hamamah Binti Jamaluddin (Project Manager) <fatin.hamamah@dagangnet.com>
3. Zainab Mokhtar (System Analyst) <zainab@dagangnet.com>
4. Quraisyah Zahariah Abd. Rahman (Business Analyst) <quraisyah@dagangnet.com>

### Simple Advantage Sdn Bhd (SASB)

1. Syuhadah <syuhadah@simpleadvantage.com>
2. Shafika <shafika@simpleadvantage.com>

## B. Meeting Agenda

Agenda	Owner
Agenda 1: Discussion on Project Timeline Integration	DNT-SASB
Agenda 2: Discussion on Integration Requirement	DNT-SASB

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## Agenda 1: Discussion on Project Timeline Integration

1. Welcoming speech by DNT Chairperson.
2. DNT Chairperson introduced project team members and highlighted deliverables of integration between eLESEN and ePERMIT will be based on sixty (60)-mandays which is equivalent of three (3) months. However, DNT acknowledged requisition by SASB to expedite the aforesaid deliverables.
3. DNT requested project timeline from SASB. SASB highlighted User Acceptance Test (UAT) for Main System of eLESEN will be conducted in September 2024 and target to Go-Live in December 2024.
4. DNT informed SASB it is not possible to complete integration by September 2024. SASB understood and informed the UAT will be carried out without integration first. shared parameters required for the integration and highlighted.
5. DNT suggested SIT between two systems will be scheduled in Nov 2024 before Go-Live of Main system in December 2024. SASB agreed on the suggestion.

## Agenda 2: Discussion on Integration Requirement

1. SASB confirmed no data migration is required in this project.
2. DNT requested Integration Parameter (IP) document or Integration Architecture Design Document (IADD). SASB informed list of Parameter has been submitted to DNT in April 2024.
3. DNT reviewed the said list and highlighted the list is insufficient and requested the parameter in detail.
4. SASB confirmed the system will be scheduled for T-1 and by date.
5. SASB will submit Integration Parameter (IP) document /IADD before end of the week.

## Others

1. DNT suggested the next session to review the IADD on 28<sup>th</sup> of August 2024. Time and location to be determined by SASB.

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## G. Next Action Items

Action Item	Action by	Due Date
1. Submission of Integration Architecture Design Document (IADD)	SASB	22/8/2024
2. IADD Walkthrough Session	DNT-SASB	28/8/2024

## H. Next Meeting (if applicable)

<b>Date:</b>	28/8/2024	<b>Time:</b>	10.30am	<b>Location:</b>	Simple Advantage Sdn Bhd
<b>Objective:</b>	IADD Walkthrough Session				

Prepared by	Approved by	Received by
		
Fatin Hamamah Jamaluddin Project Manager Dagang Net Technologies Sdn Bhd	Azhar Bin Hassan Business Development Dagang Net Technologies Sdn Bhd	Simple Advantage
Date: 19/8/2024	Date: 19/8/2024	Date: