

Client Meeting 1

Date

10 Aug 2021

8:00p.m. - 8:30p.m.

Participants

- @ Yu-Wen Michael Zhang
- @ Bingzhe Jin
- @ Tian Hui
- @ Zhen Cai
- @ Jiachen Ping
- Leo (client)

Goals

- Introduction
- Discuss requirements

Discussion topics

No.	Item	Notes
1	Team and client Introduction	
2	Discussing requirements	<ul style="list-style-type: none">• Requirements:<ul style="list-style-type: none">• Chat• Email• Online voice call• Notification• Export contact details as csv• Schedule meeting• Events Calendar• Search contacts• Search chatting record