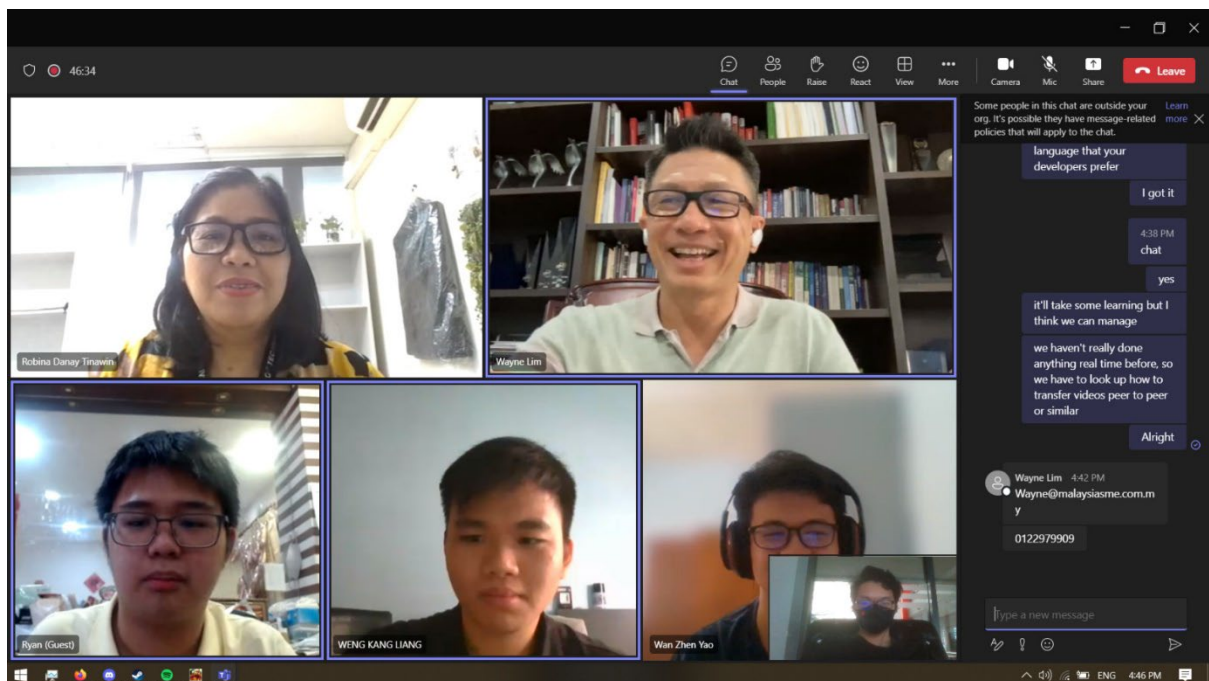## First Meeting (19/4/2023)

Minutes: 56 minutes

Topic: Self introductions and a brief explanation on the task at hand.

Second Meeting (13/5/2023)

Time: 9.30am to 10.07am

0935: Presented client with project timeline.

0941: Client presented recommendations for project timeline. "Under-promise and overdeliver". "Some external factors you cannot control will extend the timeline"

0949: Presented client with project plan and SRS

0952: Questioned client about project features (client will try to provide a server)

0958: Client's CTO approaches with questions, (client will provide android/iOS account, and questioned about the livestream feature development)

1002: Presented client's CTO with the next steps (CTO was late to the meeting)

1006: Scheduled next meeting.

1007: Meeting ends

Third Meeting (3/06/2023)

Time: 10.30am to

1031: Ryan presentes SQAP to client

1045: Waybe(Client) gives advice on timelines and deadlines

1048: Wan Zhen Yao presents the UI Designs to client

1057: Je(Client's CTO) gives advice on UI Designs

1100: Wayne gives advice on presentation due to presentation not meeting expectations

1105: Ryan asks the client about the NDA

1107: Qi Liang asks the client about the server specifications