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| --- | --- |
| Client |  |
| People in Attendance | Everyone attended |
| Date / Time | 04/08/2019 - 4.15 pm |

Meeting Opened: (*time)4.15pm*

Meeting Closed: *(time)5:15pm*

Team Roles:   
Denham: Project Manager and Chair  
Ashling: Minute Taker

Omri: Client Liaison Manager

Alex: Quality Assurance (Project Configuration Manager and Q/A Manager)  
Sunny:   
Devin:

Denham will organise meeting time for each week (Try to see if we have a 2 hour gap)

We should aim to try to answer the questions before asking questions to the client

Questions arised during meeting:

Will they pay for AWS? (What is already set up)

Are we responsible to collect the data?

Mobile app to input information - what are the restrictions/input format the client needs

Ask client to map out requirement and scope

JavaScript is language. React is the framework (library for building user interfaces)

Formal meeting time is 1PM  
13th August (which is a Tuesday) Alex is going to be away

Agenda: Start learning JavaScript and become familiar with React framework etc.

* Source codeAcademy, Udimi

Draft Email by Omri:

To Dr Bartley,

Dear Dr Chris Bartley,

I will be your client liaison manager for the team from CITS3200 allocated to create the symptom tracker component for the Chronic Illness Tracker app. We would like to meet to discuss the scope of the project. Are there any times this week that you are free to meet to discuss the scope of the application?

Hope to hear from you soon!

Kind Regards,

Omri