

Minutes of the Third Client Meeting

Trace Alert - Team 27

Thursday 25th March 2021

1. Meeting Participants

Client	Nick Falkner
Team members	Xilin Huang
	Xuesong Ji
	Yumeng Zhang
	Kaiyang Xue

2. Apologies

None.

3. Time and Place

The third client meeting for the Trace Alert project was held on Zoom at 10:30 am on Thursday 25 March 2021.

4. Summary of the Previous Meeting

The pitch slides are completed. The new concept of milestone task allocation are discussed.

5. Project Administration

None.

6. Requirements Elicitation

6.1. Some part of presentation was not skilled enough. Need to put more efforts on practicing.

7. Tasks

- 7.1. Prepare for the example of pitch presentation video.
- 7.2. Prepare for the business case (written version of pitch content).

8. Adjournment

The meeting finished at 11:10 am.