**Meeting Minutes of Kick-off Meeting with the Client 29/03/2022**

Participants:

Dr. Nicole Tse, Vivek Katial, Haonan Zhong, Samy Allouache, Supanuth Amorntiyanggoon, Haocong Chen, Xuan Hung Ho

**Discussion**  
1. Explain about the project background  
    1. Main goal as client expectation  
        1. material of 20th century  
        2. Climate effect behaviours of painting  
    2. Currently have dataset 208.  
    3. Currently use excel to manual collect and then put into file-maker pro  
    4. Showed a cluster of material as dashboard.  
    5. Summarise our expectation for 1st semester  
        1. focus on understanding the data  
        2. review literature background  
        3. Finalise the plan to develop in 2nd semester  
    6. Question about how to access the data from file-maker pro  
        1. Option 1: provide 1 license for software  
        2. Option 2: set up a desktop with licence in Grimwade Centre  
        3. Option 3: Need client to send CSV file to our project team.  
    7. There is missing variables in dataset and need to discuss later on to close the gap.  
    8. Project confidential has to follow the protocol from collector as well.  
    9. Communication in this project  
        1. instant message will use slack to communicate  
        2. Formal discussion on email, Samy will be a representative person to communicate.  
        3. Have a google drive as resource sharing such as dataset (CSV), literature documents  
        4. Progress meeting will be every forth night with both F2F and zoom link on Wednesday 11 AM-12 PM  
  
**To-Do action**  
1. Nicole will find file marker pro licence for 1 account or export CSV file to our project team within Thursday (31/3/2022).  
2. Nicole will provide background knowledge documents / condition report to understand the general concept of this scope project within Thursday (31/3/2022).  
3. Samy will invite all the participants of the meeting to join a slack server