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| **Minutes (Week 9 )** | |
| **Title** | **Client Meeting** |
| **Attendees** | **Vincent Roberts, Ryan Sharp, Jesse Hare** |
| **Apologies** | **Most of backend team unavailable, need to reschedule** |
| **Location** | **Zoom** |
| **Agenda** | **Show current state of project front-end to client**  **Elicit requirements from Client /clarify project is meeting expectations**  **Same for back-end** |
| **Decisions and Memos** | Client suggestions and feedback: Overall idea for the searcher program has been realised, although there are a few elements that require modification/changing: 1.    Search Function: The client wishes to be able to specify ‘AND’ or ‘OR’ between values that are searched for, to enable searching for records that hold those values, rather than just returning all records that have any of those values in the specified field 2.    Sort Function: For usability, the client has suggested that we also include another way to sort records, which is by clicking on column headers, which will sort records by whichever header is clicked. (Alternating between ASC and DESC)  This is a common convention and should be included for added usability 3.    Search Function: The client would also ‘like’ to be able to input text somewhere near each field header, which would dynamically update the records displayed to reflect those that include the user-entered value. This would be possible for every field, and as such would allow a user to filter the displayed results on the fly. During this meeting we also have had contact with an Associate who on reviewing our code as provided some valuable feedback and ideas on optimization: 1.    The database and table used to store the metadata should only be created/populated once at the beginning of the program. Now this is not the case, and this oversight means that the program is not running as efficiently as it should. If we do solve this problem this will also allow a substantial reduction in the amount of code required. |

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| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Schedule meeting with client | ALL | 20/09/2019 | Y |
| 2 | Get all core functionality of front-end | Jesse, Ryan | 30/09/2019 | Y |
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| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Schedule meeting with client ASAP for backend | Back-end team | 6/10/2019 |
| 2 | Implement features requested by client | Front-end | 15/10/2019 |
| 3 | Optimisation of code | Front-end | 20/10/2019 |
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