Minutes of the Third Client Meeting

Terrific Group 1

Tuesday 23rd March 2010

Chair   Chang Liu
Secretary   Shuxiao Peng
Members   Wanxia Yang
                Kaini Chang
Apologies   None

1   Time and Place

The *third* client meeting for Master of Computing and Innovation Project was held in **IW Building, Room 4.62** at **10am on Wesnesday 22 March 2023**.

2   Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3   Summary of Previous Meeting

We discussed on database building and could deployment. SQL should be used to build up the database. LabMan – Web should be the priority. We should first focus on the functions regarding lab manager.

4   Group Milestone

4.1   Overview

Chang Liu presented an overview of the pitch slides and the notes for each part.

4.2 Detailed Presentation

Chang and Shuxiao provided the details of the improved slides according to the previous feedbacks.

1. the slides are shown to the client to check if the requirements are included.

2. Kaini showed the introduction part (what) and briefly provided the contents in this part.

3. Chang Liu displayed the problems happening in the current system.

4. Shuxiao Peng delivered how our website is about to deal with the requirements of the client.

5. Wanxia Yang proposed the possible extension of this project.

5 Individual Milestone Reports

5.1 Kaini Chang

- Showed the improved part of the introduction part of pitch slides.

- Demonstrated how she is about to attract the audience's attention when carrying out the pitch presentation in the introduction part

- Showed the improved theme of the pitch slides, which makes the slides more concise and readable.

- Will take the responsibility of milestone timeline building in business case & draft plan report.

5.2 Chang Liu

- Prepared and chair the client meeting.

- Presented the problems and pains existing in the current system.

- Ensured all the main problems are included in the pitch slides and all of these are clearly clarified.

- Will take the responsibility of milestone timeline building in business case & draft plan report.

5.3 Shuxiao Peng

- Showed the slides concerning how our project is about to handle the problems currently existing in the mode.

- Improved some phrasing when communicating with the client according to the advice of the client.

- Added some movements into the slides to show the advantages of the system to be built.

- Will take the responsibility of business case researching in business case & draft plan report.

5.4   Wanxia Yang

- Improved the presentation of the team member page to show each team member's responsibility.

- Improved the accuracy of some phrasing according to the advice of the client.

- Proposed some advice for the improvement of the pitch slides' theme, which was accepted by the client.

- Will take the responsibility of other parts in milestone plan in business case & draft plan report.

6   Project Administration

All the members in this project agreed to keep using git and Github as the version control tool of this project, which was decided together by the team previously.

7   What to do next

1. Answer the questions regarding the pitch presentation proposed by other students.

2. Create business case & draft plan according to the responsibilities taken.

3. Keep learning frontend and backend tech skills needed

8   Adjournment

The next meeting is planned to hold in **IW building, Room 4.62** at **11:00am** on **Wednesday 29th March 2023**. The current meeting closed at 11:30pm