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| Client Meeting with Marion Zalk | 14th May 20202:00pm-3:00pmZoom |

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| Type of meeting: | Fourth Client Meeting |
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| Attendees: | Xuefeng Chen  Shang Gao  Chang Liu  Yiyang XU  Marion Zalk |

# Minutes

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| Agenda item: | Demonstration of current system | Presenter: | All members except Chuanxi Fu |

#### Discussion:

Marion Zalk has fully assessed our product and is satisfied with what us provides.

* ‘Create from template’ function needs to be finished as soon as possible.
* Proper documentation might be needed.
* All other expectations of the client have been achieved.
* Next client meeting might be the last one scheduled on 28th May.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * ‘Create from template’ function * Start to think about the documentation | Chuanxi Fu  Chang Liu | 18 May 2020  Before next client meeting |