Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 23/09/2024 |
| Venue: | Microsoft Teams |
| Attendees: | Yoan-Mario Hristov  Chee Kin Go  Edward Lim Padmajaya  Evelyn Lie  Frandom Leo Inovejas |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | To implement clinic aspects into appointment, vet registration |
| 2. | To continue implementation of request prescription |
| 3. | To add FAQ page into VetCare |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Create Database table for clinic | Chee Kin Go | Week 10 |
| 2. | Create Select Clinic page when scheduling appointment | Chee Kin Go | Week 10 |
| 3. | Add clinic selection for vet registration | Chee Kin Go | Week 10 |
| 4. | Create FAQ section for Vetcare | Frandom Leo Inovejas | Week 10 |
| 5. | Request Prescription Refill | Evelyn Lie | Week 10 |
| 6. | Add email reminder for upcoming appointment | Edward Lim Padmajaya | Week 11 |