# **Meeting Minutes**

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| Project 053 - T27 | |
| **Date/Time:** | N/A |
| **Type:** | email progress report to client |
| **Minute Taker**: | Daniel |
| **Attendees:** | Daniel Park, Kent Huang, Terence Leung, Bill Xue |
| **Regrets:** |  |

## **Notes:**

We have decided to change this week’s in person meeting to an email progress report, as the team needs time to work on the project and there’s not much to show until we finish the basic workflow to process an order.

Next week meeting will be scheduled mid next week after supervisor meeting and better grasp of progress is made.

## **Action Items:**

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| **Owner** | **Description** | **Completion Date** | **Status** |
| Kent & Bill | customer app UI improvements (based on Ayesha’s request in the meeting) | May 9, 2017 | Closed |
| Daniel | Forgot password function for admin account | May 12, 2017 | Closed  also added this function to customers and dispatcher |
| Terence | Accepting multiple orders (driver view) | May 12, 2017 | In progress |
| everyone | A map to show the current location of all online drivers. | May 18, 2017 | Open |