**Client meeting minutes**

Date: 19/7/2024

Time: 10:30am – 11:30am GMT+7

Location: Online – via Microsoft Teams

Scribe: Dang Khanh Toan Nguyen

Attendees: Dang Khanh Toan Nguyen, Cuong Nhat Nguyen, Dang Duc Anh Nguyen, Ha Huy Hoang Nguyen, Khang Minh Vuong

# **Minutes Details**

## **Agenda/Goals/Questions**

1. Client is unable to attend due to being busy but still provide feedback via Microsoft Teams
2. Ask client about implementation

**Answers:**

1. Show a recorded demo for client. Client provide a possitive feedback and request an UI to replace the CLI approach

**Work to do for next week(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare SADRR | Toan, Duc Anh, Khang Minh | 26/7/2024 | No |
| 2 | Prepare SQAP | Hoang, Toan | 19/7/2024 | Done |
| 3 | Prepare DSD&IR | Hoang, Nhat, Duc Anh | 26/7/2024 | No |
| 4 | Training and prototyping | Hoang, Nhat | 26/07/2024 | No |