**Client meeting minutes**

Date: 31/5/2024

Time: 10:00am – 11:00am 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. First time meeting introduction
2. Problem definition
3. Scope alignment

**Answers:**

1. Team introduction and client introduction, confirmed a fixed shedule meeting weekly on Friday 10am GTM+7
2. Problem definition consist of:
   1. The current inefficient system of manual checking is slow and inaccurate. Propose a solution to automate compliance checking process
   2. The client require the solution must implement AI and computer vision technology
3. Scope:
   1. Will: Collect and process CCTV feeds, analyze employee behavior, generate compliance reports, and send notifications.
   2. Will Not: Perform real-time intervention, replace existing security systems, or include facial recognition features.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare Project Plan | Group 4 | 14/6/2024 | No |
| 2 | Prepare SRS | Group 4 | 21/6/2024 | No |