**Client meeting minutes**

Date: 21/6/2024

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. Ask client about SRS quality
2. Start implementing and and testing for next 2 weeks

**Answers:**

1. The SRS document need adjustment on the scope, adding the report generation and notification functionality as a Interface function.
2. The client request starting implementation, update progress each weeks and start algorithm evaluation for after 2 weeks

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare SRS | Khang Minh | 21/6/2024 | Done |
| 2 | Research the recommended algorithm | Hoang, Nhat | 21/6/2024 | Done |
| 3 | Implementations | Hoang, Nhat, Toan, Duc Anh | 5/72024 | No |