

**Subject:** Team Meeting

**Project Name:** P42

**Facilitator:** Winson Zhou

**Prepared by:** Winson Zhou

**Mode:** Online

**Date:** 09/09/2024

**Time:** 22:00 – 23:00

**Attendees:** Dylan Truong, Haofeng Wang, Kyle Guo, Qifan Zhu, Winson Zhou, Yvette Yang

**Absent:** Nil

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"><li>- Institution page UI (KAN-62)</li><li>- Calendar function UI (KAN-64)</li><li>- Account Page UI - 1 (KAN-66)</li><li>- Account Page UI – 2 (KAN-77)</li><li>- Institution page dashboard (KAN-65)</li><li>- Student Overview Dashboard (KAN-69)</li></ul>	-	<ul style="list-style-type: none"><li>- Yvette</li><li>- Kyle</li><li>- Haofeng</li><li>- Yvette</li><li>- Dylan</li><li>- Winson</li></ul>	-
2	What is in progress?	<ul style="list-style-type: none"><li>- Forget password and linking function (KAN-63)</li><li>- Account page front and backend (KAN-67)</li><li>- User story - sprint 6+7 (KAN-71)</li><li>- Interest page UI (KAN-61)</li><li>- calender page - front and backend (KAN-72)</li><li>- user state management – backend (KAN-74)</li><li>- career path page - front and backend (KAN-75)</li></ul>	Existing items moved to current sprint. New work items were created.	<ul style="list-style-type: none"><li>- Qifan</li><li>- Qifan</li><li>- Haofeng</li><li>- Haofeng</li><li>- Kyle</li><li>- Winson</li><li>- Dylan</li></ul>	-

		<ul style="list-style-type: none"> <li>- institution fee - front and backend (KAN-76)</li> <li>- progress report for sprint 6 (KAN-77)</li> </ul>		<ul style="list-style-type: none"> <li>- Yvette</li> <li>- Dickson</li> </ul>	
3	What is working well?	Frontend UI design on Moqups	-	<ul style="list-style-type: none"> <li>- Kyle</li> <li>- Yvette</li> <li>- Haofeng</li> </ul>	-
4	What needs improvement?	CSS needs to be made consistent with Moqups	Update CSS formatting if time permits this sprint. If not, a lot work item to resolve this next sprint.	- Team	-
5	Reminders	Client Demo on Friday 13/09 17:30	Prepare	- Team	-
6	What needs to be completed before the next meeting?	All work items in this sprint will need to be completed before the client demo meeting coming up this Friday.	Complete work items.	- Team	-
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