**Subject:** Client meeting

**Project Name: P42**

**Facilitator:**

**Prepared by:** Dickson Tay

**Mode: In person**

**Date:** 13/08/2024

**Time: 1400-1500**

**Attendees:**

* Grace Guan (client)
* Winson Zhou
* Yvette Yang
* Haofeng Wang
* Kyle Guo
* Dylan Truong
* Dickson Tay

**Absent:**

* Qifan Zhu

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | 1. Filtered down portal selection to either parents or student 2. Discussed regarding possible features to be added 3. Selected React to be used as a frontend framework 4. Expectations of selecting either student or parent portal, where the main focus of the app will be the parent side and teams working on the student and parents should work together. | 1. Decide on portal selection in next group meeting | Group Effort | Nothing |
| 2 | What is in progress? | 1. Exploring the possible features to be added into the parent’s portal | 1. List down possible questions regarding clarification | Group Effort |  |
| 3 | What is working well? | 1. Discussion points: We successfully went through the discussion questions 2. Group Dynamics: All members are communicating well in terms of | 1. Good | Group Effort |  |
| 4 | What needs improvement? | 1. Have a set meeting place and time |  |  |  |
| 5 | Reminders | 1. Creating user stories 2. Inform Grace which portal we decide to choose | 1. List down main features for portals | Group Effort |  |
| 6 | What needs to be completed before the next meeting? | 1. Inform Grace which portal we decide to choose 2. Decide where we should start creating the project | 1. Confirmation of portal selection | Group Effort |  |
| … | ….. |  |  |  |  |