**Subject:** Client meeting

**Project Name:** P42

**Facilitator:** N/A

**Prepared by:** Yvette Yang

**Mode:** In person

**Date:** 20/08/2024

**Time:** 14:00-15:00

**Attendees:**

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

**Absent:**

* N/A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Meet with the student portal team * Understand the project scope of the student portal * Demonstration of the basic UI for the parent portal | * Done | Group Effort |  |
| 2 | What is in progress? | * Discuss with the student portal team to finalize the shared functionality * Design the high-fidelity prototype for the parent portal * Create the React app * Set up Node.js and Express.js server | * Working on | Group Effort |  |
| 3 | What is working well? | * General style and theme color of the parent portal are decided | * Done | Group Effort |  |
| 4 | What needs improvement? | * Finalize the layout of the UI portal * Determine the technology stack | * Working on | Group Effort |  |
| 5 | Reminders | * Make a group-to-group meeting with the student portal team * Finish the high-fidelity prototype as soon as possible | * Working on | Group Effort |  |
| 6 | What needs to be completed before the next meeting? | * High-fidelity prototype * React app setup * Node.js and Express.js server setup | * Working on | Group Effort |  |
| … | ….. |  |  |  |  |