**Subject: Tutor Meeting**

**Project Name: P42**

**Facilitator:** **N/A**

**Prepared by:** **Dylan Truong**

**Mode: In person**

**Date:** **26/08/2024**

**Time: 08:00 – 10:00**

**Attendees:**

* **Vittoria Salim (tutor)**
* **Winson Zhou**
* **Haofeng Wang**
* **Kyle Guo**
* **Dylan Truong**
* **Dickson Tay**
* **Qifan Zhu**
* **Yvette Yang**

**Absent:**

* **N/A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Feedback out the scope statement  Getting overview about the MVC architecture  Allocate the task for the week | Getting feedback about our project scope statement  Salim demonstrate the MVC structure | Salim | N/A |
| 2 | What is in progress? | Group presentation slide, report  Develop for survey component, dashboard view and user log in/register  Testing | Allocate the role for members | Group effort | N/A |
| 3 | What is working well? | The scope statement overall is good  Presentation is good. The design of the portal | N/A | Group effort | N/A |
| 4 | What needs improvement? | N/A | Clarified with the tutor on what was lacking with our project scope statement | Group effort | N/A |
| 5 | Reminders | Development and testing  Group report, presentation and individual report. | N/A |  | N/A |
| 6 | What needs to be completed before the next meeting? | Design the basic UI interface for the survey submission component.  The UI for the log in and registration | UI designer will do the design for next client meeting | Acadia, Yvette, Dickson | N/A |
| … | ….. |  |  |  |  |