

Meeting Minutes

Meeting Title: Final Project Demo with Group Facilitator

Date: 7th October 2025

Time: 3.30 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Christina Fington, Gayathri Kasunthika Kanakaratne, Mans Rawat, Wei Dai

Group Facilitator: Jichunyang Li

Discussion

Final Project Demonstration:

- The meeting focused on presenting the **final demo of the Health, Safety & Wellbeing Training Tracker**.
- **Zhaodong** led the demonstration, showcasing the major functionalities developed in both backend and frontend.
- The demo included key modules such as user and group management, training records management, and training status tracking.

Facilitator's Feedback:

- The facilitator appreciated the overall functionality and interface of the system.
- He suggested using **more meaningful and user-friendly names for training completion statuses** to ensure clarity for end-users.
 - For example, replacing technical or ambiguous terms with labels that clearly convey each status to non-technical users.

The facilitator also provided **recommendations for future enhancements**, such as:

- Incorporating analytics or reporting dashboards in future versions to give administrators better insights.
- Exploring optional integrations with external systems (e.g., UWA authentication or training record APIs).
- Include user guides for preparation of final report

Team Reflection:

- The team acknowledged the facilitator's feedback and agreed to refine the completion status labels before final submission.
- Future enhancements will be documented in the project report under the "Future Work" section.

Decisions

1. Update the **completion status names** to be clearer and more descriptive.
2. Record and integrate the facilitator's suggestions into the final project documentation.

Next Steps

1. Refine the completion status display and update the frontend accordingly.
2. Incorporate facilitator feedback into the final presentation and report.
3. Prepare final submission materials, including documentation, deployment links, and demo video.