Meeting Minutes

Meeting Title: Client Meeting –Final Project Demo
Date: 10th October 2025
Time: 2:00 pm
Location: Online (Microsoft Teams)
Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees

Client: Jay Pieris
Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Gayathri Kasunthika Kanakaratne,Christina Fington,Manas Rawat

Discussion

Project Demonstration:

- The meeting focused on the **final demonstration** of the Health, Safety & Wellbeing Training Tracker system.

- **Zhaodong** led the demo, presenting all key modules and explaining the workflow of the platform.

- The client observed the functionalities related to:

    - **User Management** – adding, viewing, and maintaining user records.

    - **User Group Management** – assigning users to specific groups.

    - **Training Management** – managing training details and tracking completion.

    - **Training Record Management** – creating, updating, and monitoring training records.

Client Feedback:

- **Jay** expressed satisfaction with the implementation and overall functionality of the system.

- He appreciated the team's effort in completing all **core features** within the project timeline.

- The client requested **access to the portal** to test and explore the system independently.

Team Response:

- The team explained that, due to **limited development time**, the focus was on successfully implementing all **core functionalities** rather than optional enhancements.

- The system is now stable and ready for testing, and arrangements will be made to provide client access or host the application for testing purposes.

Decisions

1. Provide the client with access credentials or a hosted version of the system for testing.

2. Document client feedback and include it in the final project report.

Next Steps

1. Deploy the latest version of the system to the hosting environment for client access.

2. Conduct a final round of internal testing before sharing credentials with the client.

3. Prepare for client testing feedback and incorporate any minor refinements if time allows.