Meeting Minutes

Meeting Title: Client Meeting – Project Progress Update
Date: 22nd September 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

Discussion

Progress Update:

- Zhaodong explained the current progress on **user management and groups**.

- Navigation and login operations were demonstrated, and the client expressed satisfaction with these functionalities.

Upcoming Features:

- Zhaodong noted that once the **admin features for training management** are finalised, the team will proceed with developing additional features.

- Dani presented the **time plan**, confirming that the project is on track to finish by the **second week of October**.

Client Query:

- Jay inquired about when the portal would be available for hands-on testing.

- The team confirmed that **once training management features are completed**, access will be provided either through public hosting or direct client access.

Decisions

1. Prioritise completing the training management features before expanding to other functionalities.

2. Provide the client with portal access after training management is finalised.

Next Steps

1. Continue work on **training management related features** as the immediate priority.

2. Finalise hosting and deployment arrangements to enable client testing.

3. Update the client in the next meeting with progress on training management and timelines for access.