

Meeting Minutes

Meeting Title: Weekly Project Meeting – Frontend Development and Phase 2 proceedings

Date: 18th September 2025

Time: 21:00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees:

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

Agenda

- Review of backend progress
- Discussion of frontend development and collaboration
- Preparation for upcoming client meeting

Discussion

Frontend Development:

- Zhaodong presented the current state of the frontend implementation.
- He highlighted areas where additional contributions are required and welcomed other team members to support him in developing and refining frontend features.
- The team discussed integrating backend APIs smoothly with frontend components.

Backend Progress:

- Dani initiated the meeting by asking for backend progress updates.
- Members confirmed that most backend tasks have been completed and are functioning as expected.

Only minor refinements remain, with the majority of critical endpoints and logic already stable.

Preparation for Client Meeting:

- With backend progress nearly complete, attention shifted to preparing for the upcoming client meeting.
- The team discussed showcasing both backend functionality and frontend interfaces during the presentation.
- Emphasis was placed on ensuring a polished, cohesive demonstration.

Decisions

- Frontend work will be opened for contributions, with members supporting Zhaodong in completing pending tasks.
- Backend development focus will now move to testing, refinement, and integration support.
- The team will prioritise preparing a client-ready demo with aligned frontend–backend integration.

Action Items / Next Steps

Frontend Development:

- Zhaodong to lead frontend efforts, with other members joining to accelerate progress.

- Ensure API integration with backend endpoints is tested and functional.

Backend Refinement:

- Members to finalise small refinements and provide support for integration.

Client Meeting Preparation:

- Dani will reschedule the client meeting in order to make sure that Zadong to be participated