

Week 6 – Minutes of Meeting

Project Name: Huachang Growmax Sales Order Application

Company: Huachang Growmax

Client Meeting

We did not have a meeting with client in week 6.

Team Meeting

Date: 04 / 10 / 2024

Time: 7:10 PM – 8 PM

Venue: McDonalds (Opposite of INTI)

Attendees: Benjamin Tan Chen Hern (Leader), Wallace Iglesias Chandrio, Hein Htet Naing, Mahanthe Acharige Sachindri Sudeepa Chandrasiri.

Content:

1. Discuss about designing our workflow for the project
 - a. Action Items : Finishing the workflow of the project and send it to the representatives of HuaChang Growmax for them to observe and give opinions.
 - b. Completion Date : Before the end of this month (31 / 10 / 2024)
2. Discuss about how to divide the workload for each task in the SRS.
 - a. Action Items : Finish distributing all the tasks and ensure all the team members is satisfies with their own tasks
 - b. Completion Date : 06 / 10 / 2024
3. Discuss on how to work on our database design
 - a. Action Items : Completing the project's database design and sending it to HuaChang Growmax representatives for review and feedback.
 - b. Completion Date : : Before the end of this month (31 / 10 / 2024)