

Week 9 – 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 9.

Team Meeting

Date: 25 / 10 / 2024

Time: 9 PM – 9:45 PM

Venue: Online

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

Content:

1. Discuss about distributing the tasks for SDRR
 - a. Action Items : Discuss among the team on how to distribute each task for SDRR and which task will be done by who. Also ensuring that everyone thinks that the workload is divided equally to prevent conflict.
 - b. Completion Date : Before the assignment due date. (27 / 10 / 2024)
2. Discuss on how each part of the website will be written by and using what programming language
 - a. Action Items : Discuss about who will handle the front-end, back-end and database of the website and also using which programming languages.
 - b. Completion Date : Finalise on our decisions before the end of this semester as we will start working on the website during the next semester.
3. Discuss on which part will still be needed to clarify with the client.
 - a. Action Items : Discuss about each person's perspective about the website and what we understand to prevent confusion, if there is, we will have a meeting with our client during next week's meeting.

b. Completion Date : 27 / 10 / 2024