

Week 7 – Minutes of Meeting

Project Name: Huachang Growmax Sales Order Application

Company: Huachang Growmax

Client Meeting

We did not have a meeting with the client in Week 7.

Team Meeting

Date: 11 / 10 / 2024

Time: 7:00 PM – 7:45 PM

Venue: McDonald's (Opposite of INTI)

Attendees:

- Benjamin Tan Chen Hern (Leader)
- Wallace Iglesias Chandrio
- Hein Htet Naing
- Mahanthe Acharige Sachindri Sudeepa Chandrasiri

Content:

1. Finalizing Project Workflow

Action Items:

- Confirmed the project workflow and sent it to HuaChang Growmax representatives for feedback.

Completion Date: 11 / 10 / 2024

2. Creating the Web Application UI

Action Items:

- Designed the initial UI for the web application and ensured the layout aligns with the project objectives.

Next step: Share the UI design with the client for input.

Completion Date: Before 18 / 10 / 2024