# Meeting Agenda and Minutes

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| Meeting # | 12 | Date | 19 Aug 2024 |
| Chair | N/A | Time | 6 PM – 7 PM |
| Minutes Prepared By | Joel Qian | Location | B. J. M. Library Room 7 |
| Attendees | Zhanerken Azimbayev  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Recap the meeting with the facilitator. |
| 2 | Plan how to solve new problem gained from the client. |

Minutes

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| Item | Description |
| 1 | Zhan and Joel shared the proposal for review. |
| 2 | Siyuan improved the ERDs of database design. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Ankita, Qianqian, Siting | Modify and finalise the prototype design. |
| 2 | Zhan | Set up basic coding framework. |
| 3 | Joel | Review, format and modify the proposal. |
| 4 | Siyuan | Export Gannt chart of milestones. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 23 Aug 2024 | | Time | 1 PM – 2 PM | Location | Teams |
| Agenda | 1 | Show the final Figma prototype design and ERDs to the client. | | | | |
| 2 | Ensure that the prototype design aligns with client requirements. | | | | |