# Meeting Agenda and Minutes

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| Meeting # | 16 | Date | 6 Sep 2024 |
| Chair | N/A | Time | 1 PM – 2 PM |
| Minutes Prepared By | Joel Qian | Location | Teams |
| Attendees | Zhanerken Azimbayev  Feba Chacko  Qianqian Li  Ankita Narvekar  Joel Qian  Maryam Vettoor  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Show the implemented UI design and functions to the client. |
| 2 | Ensure that the pregress aligns with client requirements. |

Minutes

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| Item | Description |
| 1 | The team showed the implemented UI design and functions. |
| 2 | The clients gave feedback to the design. |
| 3 | The clients gave more requirements. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All Team Members | Plan how to solve the unexpected new requirements gained from the client. |

Next Meeting

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| Date | 9 Sep 2024 | | Time | 5:30 PM – 6 PM | Location | B. J. M. Library Room7 |
| Agenda | 1 | Recap the meeting with the facilitator. | | | | |
| 2 | Discussion on how to solve the unexpected new requirements gained from the client. | | | | |