# Meeting Agenda and Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting # | 19 | Date | 13 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

|  |  |
| --- | --- |
| Item | Description |
| 1 | Show the new system to the client. |
| 2 | Ensure that the pregress aligns with client requirements. |

Minutes

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

Actions to Take After Meeting

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

Next Meeting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | 16 Sep 2024 | | Time | 5:30 PM – 6 PM | Location | B. J. M. Library Room7 |
| Agenda | 1 | Recap the meeting with the facilitator. | | | | |