# Meeting Agenda and Minutes

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| Meeting # | 05 | Date | 6 Aug 2024 |
| Chair | N/A | Time | 8 PM – 8:55 PM |
| Minutes Prepared By | Joel Qian | Location | Teams |
| Attendees | Zhanerken Azimbayev  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Reschedule internal meetings. |
| 2 | Review the Code of Conduct and discussing the continuous update process. |
| 3 | Discussion on the next steps with the client. |

Minutes

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| Item | Description |
| 1 | The team agreed to move the internal meeting to Monday at 6:00 PM, immediately after the facilitator meeting. Zhanerken will update the schedule in the shared document. |
| 2 | The team discussed the necessity of signing the COC. Ankita suggested it could be signed now and updated later as needed. |
| 3 | The team reviewed the discussions from the previous meeting, noting the challenge in getting detailed information from the client, especially regarding the database. |
| 4 | Concerns were raised about the complexity of the project and the lack of clarity from the client. |
| 5 | Preliminary project role assignment. Ankita and Siting will handle the front-end development. Siyuan, Zhanerken, and Joel will focus on the back-end development. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Zhanerken Azimbayev | Update the internal meeting schedule in the COC. |
| 2 | All team members | Draft the requirements list and confirm the requirements with the client in next meeting. |

Next Meeting

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| Date | 8 Aug 2024 | | Time | 1 PM – 2 PM | Location | Teams |
| Agenda | 1 | Confirm the requirements with the client. | | | | |
| 2 | Watch more demos from the current system. | | | | |