# Meeting Agenda and Minutes

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| Meeting # | 06 | Date | 9 Aug 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 | Confirm the requirements with the client. |
| 2 | Watch more demos from the current system. |

Minutes

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| Item | Description |
| 1 | Feba Chacko gave a comprehensive demo about how the current system works. |
| 2 | The team members confirmed the requirements with the client based on the provided list of requirements. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All team members | Prepare the revised requirements and UI for presentation and feedback during the next meeting. |

Next Meeting

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| Date | 12 Aug 2024 | | Time | 5:30 PM – 6 PM | Location | B. J. M. Library Room 7 |
| Agenda | 1 | Reporting on meetings with clients and project requirements. | | | | |
| 2 | Expect a new deliverables schedule. | | | | |