# Meeting Agenda and Minutes

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| Meeting # | 09 | Date | 15 Aug 2024 |
| Chair | N/A | Time | 9 PM – 9:50 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 | Show the Figma prototype design. |
| 2 | Summarise and share to review the proposal. |
| 3 | Show the ERDs of database design. |

Minutes

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| Item | Description |
| 1 | The frontend group showed the frontend prototype design. |
| 2 | Zhan and Joel shared the proposal for review. |
| 3 | Siyuan showed the ERDs of database design. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Ankita, Qianqian, Siting | Export prototypes into PDF/Slides for better demo to the client. |
| 2 | Zhan, Joel, Siyuan | Review and finish the proposal. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 16 Aug 2024 | | Time | 1 PM – 2 PM | Location | Teams |
| Agenda | 1 | Show the Figma prototype design and ERDs to the client. | | | | |
| 2 | Ensure that the prototype design aligns with client requirements. | | | | |