

MEETING MINUTES

Date of Meeting: 05/10/2021

Location: MS team

Chair: Ethan Chen

Minutes Prepared By: Liangbo Jin

1. Purpose of Meeting *(add rows as necessary under banner headings)*

Discuss the modified template with client.

2. Attendance at Meeting

Name	Department / Division	Student ID	Meeting Type	Approved
Lida Tong	EMS	22957193	online	
Liangbo Jin	EMS	23078811	online	
Ethan Chen	EMS	23067035	online	
Keli Yin	EMS	22450718	online	
Yu Zhu	EMS	23053734	online	
Nara Eam	EMS	22805226	online	

3. Meeting Agenda

Discuss and revise the dashet template.

Discuss the new database structure and queries.

4. Meeting Notes, Decisions, Issues

Notes: Able to set up the configure template from client

Notes: Need to add the comment section in the template

Notes: Send the updated template to Hass for obtaining his feedback

Notes: Edit the label of the Unit Budget table, for example, change the Y axis label.

Notes: Swape the labels in the Staff cost

Notes: Keep finalizing the current functionalities, no need to add extra features

5. Next Meeting

Date: (DD/MM/YYYY)	07/10/2021	Time:	14:00pm	Location:	Online
Agenda:	Group meeting				