

# 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
Liangbo Jin	EMS	23078811	online	
Ethan Chen	EMS	23067035	online	
Keli Yin	EMS	22450718	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				