MEETING MINUTES

Date of Meeting: 21/10/2021	**Location:** MS Teams **Chair:** **Liangbo**

Minutes Prepared By: Liangbo

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

Final Product delivery to the client

2. Attendance at Meeting

Name	Department / Division	Student ID	Meeting Type	Approved
Lida Tong	EMS	22957193	Face to Face	
Liangbo Jin	EMS	23078811	Face to Face	
Nara Eam	EMS	22805226	Face to Face	

3. Meeting Agenda

Final product delivery

Ensure the program can rum smoothly in the client's computer

Discuss future improvements

Discuss New excel template

4. Meeting Notes, Decisions, Issues

1. The program can run smoothly in the client's laptop and desktop, no issues occurred

2. We need to provide more excel templates that the client can try and get more data in the dataset

3. We decide the remove the 'bulk load' function due to time limit

4. We need to finalize the notification function, so that user can know if they successfully uploaded their file

5. The program still needs to be finalized, and we need to notify the client once we finished

6. The program has been officially handed over to the client, and client has accepted current product