

MEETING MINUTES

Date of Meeting: 23/09/2021

Location: MS team

Chair: Liangbo Jin

Minutes Prepared By: Yi Chen

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

Based on client's feedback, make future developing plan

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

1. Discuss client's feedback
2. Break down the tasks for 3rd iteration
3. assign task to individual member
4. review current iteration and summarize what's been good and what's been wrong

4. Meeting Notes, Decisions, Issues

Notes: Yi Chen - create new excel format (next week), bucket load excel file function

Notes: Sam – Change the summary graph to fit client's need, implement role handling function

Notes: Went – database optimization

Notes: Keli, Lida - retrieve data from database and display in application –

Notes: Yu Zhu, implement filter function in summary report

Notes: All - User Manual and readme

5. Next Meeting					
<i>Date:</i> (DD/MM/YYYY)	30/09/2021	<i>Time:</i>	01:00pm	<i>Location:</i>	Online
<i>Agenda:</i>	Discuss about progress of next sprint of the project				