

MEETING MINUTES

Date of Meeting: 14/10/2021

Location: MS Teams

Chair: Nara Eam/Ethan

Minutes Prepared By: Ethan

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

Meeting with Client(Hass) for the first time

2. Attendance at Meeting

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

3. Meeting Agenda

Present MVP to Hass.

Receive feedback from Hass

Discuss future development of the project

4. Meeting Notes, Decisions, Issues

Future Plan:

1. Create form in application for unit coordinator to fit in instead of excel form.
2. Able to download the generated summary report as doc or excel or pdf.

5. Next Meeting

<i>Date:</i> (DD/MM/YYYY)	14/10/2021	<i>Time:</i>	7pm	<i>Location:</i>	MS Teams
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