

# MEETING MINUTES

**Date of Meeting:** 07/10/2021

**Location:** MS Teams    **Chair:**

**Minutes Prepared By:** Lida Tong

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

Assign the work for deliverable 3, prepare for the next client and stakeholder meeting.

## 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 review the part built by each team member.

Divide work for each team member for the Deliverable 3 (either further improvement or a new feature).

Prepare for the next client and stakeholder meeting.

## 4. Meeting Notes, Decisions, Issues

Notes: Divide work for each team member for the Deliverable 3

- Liangbo – User manual for the application
- Ethan – store spreadsheet data into the database
- Sam – UI for summary report and Python route
- Lida – UI display data in table
- Keli – Testing
- Yu Zhu – Filter data (unit coordinator)

## 5. Next Meeting

<b>Date:</b> (DD/MM/YYYY)	14/10/2021	<b>Time:</b>	1pm	<b>Location:</b>	MS Teams
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