MEETING MINUTES

Date of Meeting: 30/09/2021   **Location:** MS Teams   **Chair: Ethan Chen**

Minutes Prepared By: Nara Eam

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

Modify the database and UI, prepare for the client 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 about what need to do next.

Discuss about database, and some small changes

Prepare next meeting with client .

4. Meeting Notes, Decisions, Issues

Notes: Review the part built by each team member
- Ethan – continue work on new template and communicate with client for further feedback
- Went – work on optimize the database
- Nara – Make some changes according to client feedback from last meeting
- Lida – UI for index and display table
- Keli – Display data in table
- Yu Zhu – Filter data and work on code review and conflict

Notes: Future improvement
- Add new features together for clients
- Work on docker for client as deployment

Notes: Prepare for client meeting
- Provide the client the new function and get feedback from client

5. Next Meeting					
Date: (DD/MM/YYYY)	05/10/2021	*Time:*	2pm	*Location:*	MS Teams