

MEETING MINUTES

Date of Meeting: 12/08/2021

Location: MS team

Chair: Liangbo Jin

Minutes Prepared By: Nara Eam

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

Receive feedback from client

2. Attendance at Meeting

Name	Department / Division	Student ID	Meeting Type	Approved
Lida Tong	EMS	22957193	face2face	
Liangbo Jin	EMS	23078811	face2face	
Ethan Chen	EMS	23067035	online	
Keli Yin	EMS	22450718	face2face	
Yu Zhu	EMS	23053734	online	
Nara Eam	EMS	22805226	face2face	

3. Meeting Agenda

Provides users with the installation process

and user manual

and users can test and provides us a feedback

4. Meeting Notes, Decisions, Issues

Notes: Bulk upload need to be complete, if it is not complete, need to provide user some documentation

Notes: Sql query need to double check for any error

Notes: Double check the user manual whether it is correct

Notes: Future plan for the project, which will be able to download the summary report and online updating data

Notes: Need to check the loading button or remove the render_html function

Notes: Work on upload the comment into the database

Notes: If have time, will need ask for another feedback from client

5. Next Meeting					
<i>Date: (DD/MM/YYYY)</i>	21/10/2021	<i>Time:</i>	01:00pm	<i>Location:</i>	Online
<i>Agenda:</i>	Group meeting				