

# MEETING MINUTES

**Date of Meeting:** 22/09/2021

**Location:** MS team

**Chair:** Liangbo Jin

**Minutes Prepared By:** Nara Eam

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

Desmonstrate client the Minimum viable product, and get feedback from client

## 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. Demonstrate MVP to client
2. Get feedback from client
3. clarify on any requirement confusion

## 4. Meeting Notes, Decisions, Issues

Notes: Client suggests that we can make a proposal for changing the input template format to make data extraction process easier

Notes: We will provide the proposal to client on input templates format by using the 4401 excel files changes

Notes: the project plan should cover the entire project and be presented in a project plan layout.

Notes: Make some change to the graph for summary report as they have different format

Notes: Provide some short and useful documentation into the code

Notes: Make some error handling when the user submit the file is not excel files,

- Also need to provide some more information in helping users using the software
- Example: maybe can provide like information such as can only upload excel file, provide some files sample near there

Notes: For head of department, need to make the upload function to be able to bulk upload

5. Next Meeting					
<i>Date:</i> (DD/MM/YYYY)	23/09/2021	<i>Time:</i>	01:30pm	<i>Location:</i>	Online
<i>Agenda:</i>	Discuss about next sprint of the project				