# **MEETING MINUTES**

|  |  |
| --- | --- |
| **Date of Meeting:** 19/09/2021 | **Location:** MS Teams **Chair:** |
| **Minutes Prepared By:** | Lida Tong |
| 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 and review the part built by each team member. |
| Divide work for each team member for the Deliverable 2 (either further improvement or a new feature). |
| Prepare for the client meeting. |

|  |
| --- |
| 4. Meeting Notes, Decisions, Issues |
| Notes: Review the part built by each team member   * Liangbo & Ethan – store spreadsheet data into the database * Sam – UI for dashboard and Python Setting * Lida – UI for index and display data in table * Keli – Display data in table * Yu Zhu – Filter data |
| Notes: Future improvement   * Connect the features together to product a MVP |
| Notes: Prepare for client meeting   * Demonstrate of the features built and obtain feedback |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Date: (DD/MM/YYYY)* | 22/09/2021 | *Time:* | 2pm | *Location:* | MS Teams |