# **MEETING MINUTES**

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| **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 | |

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| 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 |  |

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| 3. Meeting Agenda |
| 1. Demonstrate MVP to client |
| 2. Get feedback from client |
| 3. clarify on any requirement confusion |
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| 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 |

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