# **MEETING MINUTES**

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| **Date of Meeting:** 14/10/2021 | **Location:** MS Teams **Chair: Nara Eam/Ethan** |
| **Minutes Prepared By:** | Ethan |
| 1. Purpose of Meeting *(add rows as necessary under banner headings)* | |
| Meeting with Client( Hass) for the first time | |

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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 | absent | Yes |
| 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 |
| Present MVP to Hass. |
| Receive feedback from Hass |
| Discuss future development of the project |

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| 4. Meeting Notes, Decisions, Issues |
| Future Plan:   1. Create form in application for unit coordinator to fit in instead of excel form. 2. Able to download the generated summary report as doc or excel or pdf. |
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| 5. Next Meeting | | | | | |
| *Date: (DD/MM/YYYY)* | 14/10/2021 | *Time:* | 7pm | *Location:* | MS Teams |