# **MEETING MINUTES**

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| **Date of Meeting:** 17/10/2021 | **Location:** MS Teams **Chair:** |
| **Minutes Prepared By:** | Lida Tong |
| 1. Purpose of Meeting *(add rows as necessary under banner headings)* | |
| Assign the work for final product, deliverable 3, and prepare for the next client meeting. | |

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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 |
| Discuss and review final product. |
| Divide work for each team member for the Deliverable 3 (either further improvement or a new feature). |
| Prepare for the next client and stakeholder meeting. |

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| 4. Meeting Notes, Decisions, Issues |
| Notes: Divide work for each team member for the Deliverable 3   * Liangbo – Fix bugs, deliveriable 3 documentation * Ethan – Fix bugs, upload function pop up page, completed upload then return to main page * Sam – Fix bugs, testing * Lida – Upload function pop up page, completed upload then return to main page * Keli – Testing * Yu Zhu – Add new button for check data, which will be hided when bucket load |

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| 5. Next Meeting | | | | | |
| *Date: (DD/MM/YYYY)* | 21/10/2021 | *Time:* | 1pm | *Location:* | MS Teams |