# **MEETING MINUTES**

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| **Date of Meeting:** 10/08/2021 | **Location:** Online **Chair:** |
| **Minutes Prepared By:** | Nara Eam |
| 1. Purpose of Meeting *(add rows as necessary under banner headings)* | |
| Discuss about the database structure and priority requirement for the project before clarifying with client | |

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| 2. Attendance at Meeting | | | |  |
| Name | Department / Division | Student ID | Meeting Type | Approved |
|  | EMS |  |  |  |
|  | EMS |  |  |  |
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|  | EMS |  |  |  |
|  | EMS |  |  |  |
| Nara Eam | EMS | 22805226 |  |  |

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| 3. Meeting Agenda |
| Discuss everyone idea about the database structure, and make some overall summary |
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| 4. Meeting Notes, Decisions, Issues |
| Decision: we will use Went and Ethan database structure to clarify with the client. |
| Notes: Create an overall summary for the priority requirement |
| Notes: priority requirements:   * Able to load in the spread sheet * Creating a summary in a dashboard or report but able to filter (able to query the information) * Check existing unit budget * Automatically detecting anomalies and flag * Able to monitoring the budget during the semester, as some assessment marking is take longer than others. |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Clarify the database structure with client | Went and Ethan | 12/08/2021 |  |
| Redraw the ERD | Nara | 11/08/2021 |  |
| Summary Mockup | Everyone | Later meeting |  |

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| 6. Next Meeting | | | | | | |
| *Date: (DD/MM/YYYY)* | | 12/08/2021 | *Time:* | 4:00pm | *Location:* | Online |
| *Agenda:* | Meet up with client | | | | | |