## Meeting 2. 3rd August, 2021

- Start time: 6:00pm

- End time: 6:30pm

### Attendance

- [X] Ollie (teams)(minutes)

- [X] Aarti (teams)(Chair)

- [X] Biying (teams)

- [X] Xiaohan (teams)

- [X] Kebin (teams)

- [X] Shaun (teams)

### Agenda

- Assign Roles

- Questions for the client (Sharon):

- Should we organise weekly / fortnightly / etc. catchup with the client?

- the current system - what is not fulfilling your requirements? What is bad?

- do you have an example of a good system? what do you like about it? what should be better?

- data - which format will we get the data? is there an API? is there JSON data we can use?

- how is the integration system going to work? an external site?

- prototyping - should we deliver only the MiT?

- will there be differnet access dependent on the user?

- What are our questions for Sharon?

### Reflection

- What worked?

- Teams meeting goes very well.

- What didn't work?

- We did'nt assign all roles yet.

- How can I improve?

- We have decided our next meeting will continue to discuss about the role assignment.

### Follow up actions

- each minutes in their own file

- add stakeholder questions to the document

- as long as there are 2 people who approve a draft email, it is good to go

- everyone will be in during the meeting tomorrow

- kebing will take the minutes

- all questions go through client liaison manager (Aarti)

- schedule the next team meeting to decide and discuss roles