# Fourth Meeting Minutes - [Team Name Here]

## Date and Time:

14th August 2024 4:30pm - 6:30pm

## Location:

5210 Computer Systems Lab

## Meeting Attendees:

1. Teh Ming Dong
2. Adji Ilhamhafiz Sarie Hakim
3. Charmaine Chee Hing Yi
4. Yuen Kei Foong
5. Arielle Ocampo Dela Cruz
6. Mohanad Al-Mansoob

## Apologies:

* None

## Absentees:

* None

## Facilitator:

Teh Ming Dong

## Minute Taker and Time Keeper:

Charmaine Chee Hing Yi

## Agenda

| **AGENDA TOPIC 1 : Meet with client, prepare questions to be asked** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30 minutes | **LED BY:** | | Arielle Ocampo Dela Cruz |
|  | | | | |
| **DISCUSSION** |  | | | |
| 1. Present prototype created to client 2. Get feedback from client about the prototype developed 3. Enquire details about sprint board | | | | |
| **CONCLUSION** |  | | | |
| 1. Client’s feedback  * s  1. Client’s new requirements | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| NA | NA | | NA | |

## AOB

NA

Next Meeting

TBA