

# MEETING MINUTES Week4 – CITS5206 Group 9

Date of Meeting: 12.08.2025

Location: Ezone North

Meeting Pod 202C

Minutes Prepared By: Chaewon

Seo

## 1. Purpose of Meeting

1. Discuss on technology stack, project planning
2. Discuss on task allocation for deliverable 1.
3. Online Meeting with client and feedback for MVP proposal.

Name	Role	Student Number
Neethu Ann Mathew		24325709
Chaewon Seo		23746416
Sarthak Saini		24110857
Iliyas Akhmet		24038357
Jingtong Peng		24323312
Tony Chu		24074951
Chenglin Hou		24085253
Small Goods Team	Client	

## 3. Meeting Agenda

Sr.No	Item
1.	<div>Deliverable 1 Task Allocation<ul style="list-style-type: none"><li>- Neethu: Problem statement</li><li>- Chaewon: Client communication and MVP agreement</li><li>- Jingtong, Tony: Project planning and management</li><li>- Chenglin, Iliyas: Risk and technology assessments</li><li>- Sarthak: Github templates, project setup</li></ul></div>
2.	Confirm technology Stack with client.

	<p>Feedback from client for MVP proposal</p> <ul style="list-style-type: none"> <li>- The system should more focus on adaptability.</li> <li>- Client suggested model-based structure, where defining a model that incorporates every component.</li> <li>- Client wants flexible user-set scoring function and consented on considering three (Sum, Max, Time) for MVP.</li> <li>- QR code will be needed for accessing event Wi-Fi</li> </ul>
3.	<p>Agreed Technology Stack</p> <ul style="list-style-type: none"> <li>- Flask (Python) + WebSocket</li> <li>- SQLite + SQLAlchemy ORM</li> <li>- React + Tailwind</li> <li>- Bash</li> <li>- Router with CLI interface, Laptop network</li> </ul>

4. Tasks for upcoming week	
Sr.No	Item
1.	Revise MVP proposal based on client feedback and confirm with them.
2.	Complete deliverable 1 and submit.
3.	Set up development foundation and start building on it.
4.	Follow the project plan and complete each member's task.
5.	Arrange team meeting for development progress follow-up.
6.	Arrange meeting with group facilitator for any query and feedback
7.	Group Accountability document to be prepared and posted in Teams channel