MEETING MINUTES Week5 – CITS5206 Group 9

Date of Meeting: 22.08.2025   **Location: Beasley Law Library –**
Group Study Space Room4

Minutes Prepared By: Chaewon Seo

1. Purpose of Meeting

1.	Meeting with group facilitator
2.	Resolve queries related project
3.	Discuss on frontend development process

Name	Role	Student Number
Chaewon Seo		23746416
Jingtong Peng	Online	24323312
Tony Chu	Online	24074951
Chenglin Hou		24085253
Fudong Qin	Group facilitator	

3. Meeting Agenda

Sr.No	Item
1.	Update the group's progress with group facilitator - Status of MVP agreement communication with client - Share GitHub setup and commitment rules - Share team role & project timeline
2.	Queries to group facilitator - Branch management -> Suggested major feature based branches - GitHub workflow -> Doing good with our rule setup. (e.g. Setting up rules like commitment messages label) - Client communication -> Keep communicating with clients for any concerns and progress.

4. Tasks for upcoming week	
Sr.No	**Item**
1.	Frontend: List down the detailed components for every page for ready-to-development.
2.	Backend: Structure FR1 model configuration logic.
3.	Backend: Structure database scheme.
4.	Add issues & project items for this week's tasks.
5.	Arrange team meeting for development progress follow-up.
6.	Group Accountability document to be prepared and posted in Teams channel.