

## Minutes of the Client Meeting

Friday 30 May 2025

**Secretary** Weian Liu

**Members** Zixuan Li, Weian Liu, Daming Chen, Emmanuel Philipose Antony

**Apologies** None

### 1 Time and Place

The client meeting for the NL1C Project (Sprint 5 – Week 1) was held on Friday 30 May 2025 at 3 PM in Ingkarni Wardli 5.55 Meeting Room.

### 2 Quorum Announcement

A quorum of the group was present, and the meeting had been duly convened.

### 3 Introduction & Project Overview

Silin Ren briefly introduced the final week's objectives, confirming that all items from the previous meeting had been addressed or scheduled for resolution. The team emphasized:

- All critical bugs were either resolved or queued with identified solutions.
- Mobile responsiveness was implemented across all pages.
- Movie detail page layout and performance were optimized.
- Testing phase completed with a bug log maintained for future reference.
- Presentation and demo materials were under final revision.

### 4 Key Client Feedback

#### • Presentation Content & Format

Dr Li encouraged the team to test different delivery methods (e.g., role-play, scenario-driven demo) before finalizing the structure, rather than building everything then modifying.

### 5 Decisions & Action Items

1. Silin Ren will register the 10 Jun 2025 10:30 – 11:00 presentation slot by 07 Jun and notify the team.
2. All members will coordinate personal schedules to ensure attendance; Emmanuel will inform his office.
3. The team will prepare the presentation script and demo materials and rehearse on 09 Jun.

4. Developers will prioritise fixing high-priority bugs; new feature proposals will be evaluated for risk before inclusion.

## **6 Next Key Dates**

- Final Presentation: Tuesday 10 Jun 2025, 10:30 – 11:00
- Internal Rehearsal: Monday 09 Jun 2025 (time to be confirmed)