Minutes of the Eighth Client Meeting

Team 24

Tuesday 25th May 2021

Chair   Portia On Ki Ng
Secretary Eric Ka Yiu Ma
Members   Emily Yingyao Lu
           Jason Yiu Yeung Ng

1. Time and Place

The fourth client meeting for the MCI Project was held in Zoom at 2pm on Tuesday 25 May 2021. All team member attended the meeting.

2. Quorum Announcement

Attendees: Dr Thushari Atapattu (Client)
             Menasha Thilakaratne (Client),
             Emily Yingyao Lu
             Portia On Ki Ng
             Jason Yiu Yeung Ng
             Eric Ka Yiu Ma

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3. Report of Work since Last Meeting

Our team has presented our progress about the remaining functionalities we implemented listed in milestone 2 plan, including showing all emotions on 'Home' page, the weekly chart and presenting trigger keyword frequencies on 'Explore' page, opening the link of external website on 'Strategy' page and showing reflections and emotions of selected date on 'Timeline' page.

Clients are satisfied with our progress.

4. Requirement Elicitation

4.1.1   Update README.md

The clients are interested to access run and test the backend server and ionic server. We are going to update the README.md in the git repository to show them detailed instructions about how to get the project setup and running.

4.1.2   Modifying the 'Timeline' Page

The only feedback given by the client is that they are worried that the reflection records on the "Timeline" page could take up a lot of space and therefore requested to make it collapsible. We are going to implement this feature.

5. Activities

Responsible Person	Activities	How does connected to project main goals?	Status	Due Date
Eric	Update README.md	For the client to know how to run the server and ionic project for further development and evaluating the outcome of activities in milestone plans	80%	26/05/2021
Emily	Modifying the 'Timeline' page	For meeting the client's requirement for the implementation of 'Timeline' page, which is a task listed in milestone 2 plan	80%	26/05/2021

6. Other Issues

None.

7. Adjournment

As all planned functions have been implemented and reviewed by the clients, today's client meeting will be the last one unless another meeting is requested by the clients when unexpected issues are encountered. The meeting closed at 2:30pm.