

Minutes of the Sixth Client Meeting

Team 24

Friday 7th May 2021

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

1. Time and Place

The fourth client meeting for the MCI Project was held in Zoom at 11:30 a.m on Friday 7 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. Feedback on Milestone 2 Plan

Jason Ng briefly went through the Milestone 2 plan and seek feedback from client. We confirmed user's reflections are stored in database for 'Timeline' page reading. Apart from that, client has no other comment on the milestone 2 plan.

4. Requirement Elicitation

4.1 Missing frequency number in trigger words data set

Client will provide the correct data set to us after the meeting.

5. Activities

Responsible Person	Activities	How does connected to project main goals?	Status	Due Date
Eric, Emily, Portia, Jason	Milestone 2 plan	Milestone 2 plan summarizes the tasks we will finish in the next project stage	100%	07/05/2021
Emily, Portia, Jason	Implementation of 'Explore' and 'Insight' pages	For implementation of frontend functionalities in 'Explore' and 'Insight' pages, which are tasks listed in milestone 2 plan	50%	21/05/2021
Emily, Portia, Jason	Implementation of 'Timeline' and 'Strategies' pages	For implementation of frontend functionalities in 'Timeline' and 'Strategies' pages, which are tasks listed in milestone 2 plan	80%	21/05/2021
Eric	Storing trigger keywords data into database	For implementation of reading trigger keywords data from database, which are tasks listed in milestone 2 plan	10%	21/05/2021
Eric, Emily, Portia, Jason	Testing plan	Testing before delivering the application	10%	24/05/2021

6. Other Issues

None.

7. Adjournment

The next meeting is a group meeting and will be held in Zoom at 2pm on Friday 14 May 2021. The meeting closed at 11:50 a.m.