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.

1. 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.

1. 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.

1. Requirement Elicitation
   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 |

1. 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.