

Minutes of the First Client Meeting

Team 7

Thursday, 11th March 2021

Chair: Fangyu Yuan
Secretary: Haoyu Wang
Attendance: Chun Yee Herman Lai
Fangyu Yuan
Haoyu Wang
Zhendong Shi
Ian Knight
Team 8 members

Minutes Prepared By: Chun Yee Herman Lai

Apologies: None

1 Time and Place

The *first* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:00pm** on **Thursday 11th March 2021**.

2 Project Administration

Ian Knight explained the system will be building by 2 parts.

- Work with the Microsoft Teams Shift API and sync data from the following part.
- Design a web scrapper to read data from different source such course planner.

3 Lists of Tasks to do

- Research on Microsoft Teams Shift and web scraping.
- Make decision on which part to start with.
- Communicate with Team 8.

4 Adjournment

The next meeting is a joint-group meeting with team 8 and will be held on Saturday 13th March 2021.

The meeting closed at 2:55pm.