**Minutes of the 10th Client Meeting**

Team 7

Thursday, 20th May 2021

**Chair**: Jinchen Song (Team 8)

**Secretary**: Chun Yee Herman Lai

**Attendance**: Chun Yee Herman Lai

Fangyu Yuan

Haoyu Wang

Zhendong Shi

**Minutes Prepared By**: Chun Yee Herman Lai

**Apologies**: Aditya Chourasia (Team 8)

**1 Time and Place**

The *10th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 20th May 2021**.

**2 Purpose of Meeting**

The 10th meeting was to demonstrate the whole system to client, we have finished the software before the milestone 2, we performed all the functionality of the software to client, it is able to search a specific course, able to distinguish the course name, time, and location, able to show all missing details that have not been recorded in Microsoft Teams Shifts, and able to delete all unmatched shifts in Microsoft Teams Shifts. Overall, our client is happy with the software.

**3 Meeting Agenda**

* Report Team progress
  + Task completion
  + Ongoing items

**4 Client Feedback**

* Happy with the current version of our software
* For further development
  + Handle multiple shifts on a particular course
  + Distinguish UG and PG course if applicable

**5 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Handle multiple shifts | Chun Yee Herman Lai | 27/5/2021 |
| 2 | Distinguish UG and PG course if applicable | Chun Yee Herman Lai | 27/5/2021 |
| 3 | Revision testing plan | Chun Yee Herman Lai | 24/5/2021 |
| 4 | Debug | Chun Yee Herman Lai | 27/5/2021 |
| 5 | Handle multiple shifts | Fangyu Yuan | 27/5/2021 |
| 6 | Distinguish UG and PG course if applicable | Fangyu Yuan | 27/5/2021 |
| 7 | Revision testing plan | Fangyu Yuan | 24/5/2021 |
| 8 | Debug | Fangyu Yuan | 27/5/2021 |
| 9 | Handle multiple shifts | Haoyu Wang | 27/5/2021 |
| 10 | Distinguish UG and PG course if applicable | Haoyu Wang | 27/5/2021 |
| 11 | Revision testing plan | Haoyu Wang | 24/5/2021 |
| 12 | Debug | Haoyu Wang | 27/5/2021 |
| 13 | Handle multiple shifts | Zhendong Shi | 27/5/2021 |
| 14 | Distinguish UG and PG course if applicable | Zhendong Shi | 27/5/2021 |
| 15 | Revision testing plan | Zhendong Shi | 24/5/2021 |
| 16 | Debug | Zhendong Shi | 27/5/2021 |

**6 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 27th May 2021.

The meeting closed at 3:58pm.