**Minutes of the 11th Client Meeting**

Team 7

Thursday, 27th 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), Nivedita Potluri (Team 8)

**1 Time and Place**

The *11th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 27th May 2021**.

**2 Purpose of Meeting**

The 11th meeting was to demonstrate the latest version of the whole system to the client. We found no way to operate open shifts with Microsoft API, so we could not build a function like create a new shift for the users. Aside from the open shifts, we have achieved all the requirements. Our client agreed with that and was satisfied with the result.

**3 Meeting Agenda**

* Software demonstration
* Report Team progress
  + Task completion
  + Ongoing items

**4 Client Feedback**

* Happy with the current version of our software
* Will check if the open shift is applied to this project

**5 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Debug & test | Chun Yee Herman Lai | 2/6/2021 |
| 2 | Planning on the poster | Chun Yee Herman Lai | 2/6/2021 |
| 3 | Debug & test | Fangyu Yuan | 2/6/2021 |
| 4 | Planning on the poster | Fangyu Yuan | 2/6/2021 |
| 5 | Debug & test | Haoyu Wang | 2/6/2021 |
| 6 | Planning on the poster | Haoyu Wang | 2/6/2021 |
| 7 | Debug & test | Zhendong Shi | 2/6/2021 |
| 8 | Planning on the poster | Zhendong Shi | 2/6/2021 |

**6 Adjournment**

If nothing goes wrong, this would be the last meeting with the client. We will announce if we still need to have a meeting with the client on 2nd June 2021.

The meeting closed at 2:56pm.