**Minutes of the Second Client Meeting**

Team 7

Thursday, 18th 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 *second* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 18th March 2021**.

**2 Project Administration**

Ian Knight clarified the user requirement

* This system is only for the client, nothing involved with teacher and student
* Details on customer demands, the API supposed to show the course code, time and related workshop and practical info
* Notification for what is the update like what class is canceled, course time changed
* Local database is optional
* Access to Microsoft Teams Shift API will be available in the following week

**3 Lists of Tasks to do**

* Get access to Team 8’s local database
* Research on the structure of MS Shift API
* Decide language to work on MS Shift API (Javascript & python)
* Structure pitch presentation

**4 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 25th March 2021.

The meeting closed at 3:15pm.