**Minutes of the 3rd Client Meeting**

Team 7

Thursday, 25th 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**: Aditya Chourasia (Team 8)

**1 Time and Place**

The *3rd* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 25th March 2021**.

**2 Purpose of Meeting**

As our student accounts gain the access to Microsoft Teams, we need more details on Microsoft Teams; how our client uses it, what are we supposed to handle the data. Our client would demonstrate his daily use of Microsoft Teams, and how the rooster is setting up.

**3 Meeting Agenda**

* Task Clarification
  + Pitch presentation feedback
* Report Team progress
  + Task completion
  + Ongoing items
* Question

**4 Task Clarification**

* Both teams need to consider the interface to merge two components.
  + Team 8 decided to pass the data through a local test file instead of a database.
* Regarding the Pitch presentation, provide detail-oriented examples.

**5 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Refine pitch presentation | Chun Yee Herman Lai | 27/3/2021 |
| 2 | Business cases & Milestone planning | Chun Yee Herman Lai | 4/4/2021 |
| 3 | Standardizing text format and programming language with Team 8 | Chun Yee Herman Lai | 1/4/2021 |
| 4 | Refine pitch presentation | Fangyu Yuan | 27/3/2021 |
| 5 | Business cases & Milestone planning | Fangyu Yuan | 4/4/2021 |
| 6 | Standardizing text format and programming language with Team 8 | Fangyu Yuan | 1/4/2021 |
| 7 | Refine pitch presentation | Haoyu Wang | 27/3/2021 |
| 8 | Business cases & Milestone planning | Haoyu Wang | 4/4/2021 |
| 9 | Standardizing text format and programming language with Team 8 | Haoyu Wang | 1/4/2021 |
| 10 | Refine pitch presentation | Zhendong Shi | 27/3/2021 |
| 11 | Business cases & Milestone planning | Zhendong Shi | 4/4/2021 |
| 12 | Standardizing text format and programming language with Team 8 | Zhendong Shi | 1/4/2021 |

**6 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 1st April 2021.

The meeting closed at 3:01pm.