**Minutes of the 4th Client Meeting**

Team 7

Thursday, 1st April 2021

**Chair**: Chun Yee Herman Lai

**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 *4th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 1st April 2021**.

**2 Purpose of Meeting**

After discussion with team 8, we decided to standardize both team programming language – Python. As we have finished our pitch presentation, we were looking for some advises on the business cases. Consider the feasibility, we both teams decided to integrate both teams’ works as soon as possible.

**3 Meeting Agenda**

* Report Team progress
  + Task completion
  + Ongoing items
* Exchange of ideas with team 8
  + Method of passing data
  + Progress issues
* Question

**4 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Pitch rehearsal | Chun Yee Herman Lai | 31/3/2021 |
| 2 | Construct & Refine Business plan | Chun Yee Herman Lai | 4/4/2021 |
| 3 | Draft Milestone plan | Chun Yee Herman Lai | 4/4/2021 |
| 4 | Pitch rehearsal | Fangyu Yuan | 31/3/2021 |
| 5 | Construct & Refine Business plan | Fangyu Yuan | 4/4/2021 |
| 6 | Draft Milestone plan | Fangyu Yuan | 4/4/2021 |
| 7 | Pitch rehearsal | Haoyu Wang | 31/3/2021 |
| 8 | Construct & Refine Business plan | Haoyu Wang | 4/4/2021 |
| 9 | Draft Milestone plan | Haoyu Wang | 4/4/2021 |
| 10 | Pitch rehearsal | Zhendong Shi | 31/3/2021 |
| 11 | Construct & Refine Business plan | Zhendong Shi | 4/4/2021 |
| 12 | Draft Milestone plan | Zhendong Shi | 4/4/2021 |

**5 Adjournment**

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

The meeting closed at 2:44pm.