**Minutes of the 5th Client Meeting**

Team 7

Thursday, 8th April 2021

**Chair**: Ian Knight

**Secretary**: Chun Yee Herman Lai

**Attendance**: Chun Yee Herman Lai

Fangyu Yuan

Haoyu Wang

Zhendong Shi

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

**Apologies**: None

**1 Time and Place**

The *5th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 8th April 2021**.

**2 Purpose of Meeting**

The 5th meeting was to review the progress of pitch presentation follow up. As we have being set in groups of 6 teams, we were asked to give and answer other teams’ questions.

**3 Meeting Agenda**

* Ian guided us a proper meeting
  + how to host
  + what the meeting flow should be
* Report weekly progress
  + Reviewing pitch follow ups
* Decide to take turn to host the meeting with Team 8

**4 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Watch other teams’ presentation and ask at least one question to other teams | Chun Yee Herman Lai | 9/4/2021 |
| 2 | Learn how to build Microsoft Teams app | Chun Yee Herman Lai | 9/4/2021 |
| 3 | Watch other teams’ presentation and ask at least one question to other teams | Fangyu Yuan | 9/4/2021 |
| 4 | Learn how to build Microsoft Teams app | Fangyu Yuan | 9/4/2021 |
| 5 | Watch other teams’ presentation and ask at least one question to other teams | Haoyu Wang | 9/4/2021 |
| 6 | Learn how to build Microsoft Teams app | Haoyu Wang | 9/4/2021 |
| 7 | Watch other teams’ presentation and ask at least one question to other teams | Zhendong Shi | 9/4/2021 |
| 8 | Learn how to build Microsoft Teams app | Zhendong Shi | 9/4/2021 |
| 9 | Prepare to host next meeting | Zhendong Shi | 15/4/2021 |

**5 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 15th April 2021.

The meeting closed at 2:45pm.