**Minutes of the 6th Client Meeting**

Team 7

Thursday, 15th April 2021

**Chair**: Zhendong Shi

**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 *6th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 15th April 2021**.

**2 Purpose of Meeting**

The 6th meeting was to review the progress of system design. We were going to show the UI design to the client; gather further information and check whether the current design meet client requirements.

**3 Meeting Agenda**

* Showing the basic user interface to the client
  + UI design explanation
  + Go through UI functionality
* Report Team progress
  + Task completion
  + Ongoing items
* Question
  + Expectation on UI
  + Cannot get the access of Microsoft API key

**4 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Research on Microsoft Graph & Azure | Chun Yee Herman Lai | 18/4/2021 |
| 2 | API socket implementation | Chun Yee Herman Lai | 29/4/2021 |
| 3 | UI design | Fangyu Yuan | 18/4/2021 |
| 4 | UI implementation | Fangyu Yuan | 29/4/2021 |
| 5 | Research on Microsoft Graph & Azure | Haoyu Wang | 18/4/2021 |
| 6 | API socket implementation | Haoyu Wang | 29/4/2021 |
| 7 | UI design | Zhendong Shi | 18/4/2021 |
| 8 | UI implementation | Zhendong Shi | 29/4/2021 |

**5 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 29th April 2021.

The meeting closed at 2:51pm.