**Minutes of the 7th Client Meeting**

Team 7

Thursday, 29th April 2021

**Chair**: Jinchen Song (Team 8)

**Secretary**: Chun Yee Herman Lai

**Attendance**: Chun Yee Herman Lai

Fangyu Yuan

Haoyu Wang

Zhendong Shi

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

**Apologies**: Aditya Chourasia (Team 8)

**1 Time and Place**

The *7th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 29th April 2021**.

**2 Purpose of Meeting**

The 7th meeting was to demonstrate both teams ‘s the current prototype. We explained the reason of why we decided to go with web app instead of the previous UI design; we showed the functionality of our web app and went through the problems we faced during the mid-break.

**3 Meeting Agenda**

* Team 8’s demo
  + Showing the process of web-scraper
  + How to obtain the data from course planner
* Team 7’s demo
  + Showing our web app UI
  + Demo on how it works
* Report Team progress
  + Task completion
  + Ongoing items
* Question
  + How do our client define ‘groups’ option in Microsoft Teams Shifts

**4 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Milestone report | Chun Yee Herman Lai | 30/4/2021 |
| 2 | Refine Microsoft API function | Chun Yee Herman Lai | 6/5/2021 |
| 3 | Integrate parts from Team 8’s web-scraper | Chun Yee Herman Lai | 7/5/2021 |
| 4 | Milestone report | Fangyu Yuan | 30/4/2021 |
| 5 | Refine Microsoft API function | Fangyu Yuan | 6/5/2021 |
| 6 | Integrate parts from Team 8’s web-scraper | Fangyu Yuan | 7/5/2021 |
| 7 | Milestone report | Haoyu Wang | 30/4/2021 |
| 8 | Refine Microsoft API function | Haoyu Wang | 6/5/2021 |
| 9 | Integrate parts from Team 8’s web-scraper | Haoyu Wang | 7/5/2021 |
| 10 | Milestone report | Zhendong Shi | 30/4/2021 |
| 11 | Refine Microsoft API function | Zhendong Shi | 6/5/2021 |
| 12 | Integrate parts from Team 8’s web-scraper | Zhendong Shi | 7/5/2021 |

**5 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 6th May 2021.

The meeting closed at 2:55pm.