**Minutes of the 9th Client Meeting**

Team 7

Thursday, 13th May 2021

**Chair**: Nivedita Potluri (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 *9th* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 13th May 2021**.

**2 Purpose of Meeting**

The 9th meeting was to demonstrate the current system that our team have come up with, and team 8 showed the latest modified version of the output format. After software development in a week, our system can be able to detect the differences between Microsoft Teams Shifts and the data we manually typed in, and it is able to handle deletion of unwanted shifts on Microsoft Teams.

**3 Meeting Agenda**

* Report Team progress
  + Task completion
  + Ongoing items
* Question
  + Can we assume the client account have only one organization on Microsoft Teams?
  + Since each account can have multiple teams on Microsoft Teams, should our system be able to handle multiple teams?

**4 Instruction Clarification**

* System needs to be able to
  + display differences
  + search for specific course
  + update user what needs to be change
    - time difference
    - location difference
    - course being added or canceled
* To test our system
  + Provide clear instruction to user how our system work
  + Provide testing account for user

**5 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Implement display difference function | Chun Yee Herman Lai | 16/5/2021 |
| 2 | Integrate parts from Team 8’s web-scraper | Chun Yee Herman Lai | 16/5/2021 |
| 3 | Debug | Chun Yee Herman Lai | 16/5/2021 |
| 4 | Draft testing plan | Chun Yee Herman Lai | 24/5/2021 |
| 5 | Implement delete specific course function | Fangyu Yuan | 16/5/2021 |
| 6 | Integrate parts from Team 8’s web-scraper | Fangyu Yuan | 16/5/2021 |
| 7 | Draft testing plan | Fangyu Yuan | 24/5/2021 |
| 8 | Implement display difference function | Haoyu Wang | 16/5/2021 |
| 9 | Integrate parts from Team 8’s web-scraper | Haoyu Wang | 16/5/2021 |
| 10 | Debug | Haoyu Wang | 16/5/2021 |
| 11 | Draft testing plan | Haoyu Wang | 24/5/2021 |
| 12 | Implement searching function | Zhendong Shi | 16/5/2021 |
| 13 | Integrate parts from Team 8’s web-scraper | Zhendong Shi | 16/5/2021 |
| 14 | Draft testing plan | Zhendong Shi | 24/5/2021 |

**6 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 20th May 2021.

The meeting closed at 3:11pm.