

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 1

### Meeting Details

Date:	24/09/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen (online) Shreyas (online) Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Introduction to the VetCare project
2	Review project timeline and milestones
3	Assign initial tasks and responsibilities

### Action Items

No.	Item	Who	By
1	Begin working on the basic page layout and project folder structure	Everyone	Next Meeting
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 2

### Meeting Details

Date:	25/09/2024
Venue:	MS Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Update on the basic page layout and project folder structure
2	Begin discussion on integration with veterinary clinics
3	Review initial designs and feedback

### Action Items

No.	Item	Who	By
1	Continue development on initial tasks	Everyone	Next Meeting
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 3

### Meeting Details

Date:	26/09/2024
Venue:	RMIT Campus
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Farahan
Apologies:	Mohammed

### Information / Decisions

No.	Item
1	Review progress on initial tasks
2	Discuss features' requirements and user testing plans
3	

### Action Items

No.	Item	Who	By
1	Progress development at steady pace	Everyone	Next Meeting
2	Prepare detailed plans for each feature	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 4

### Meeting Details

Date:	29/09/2024
Venue:	MS Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review completed basics layouts
2	Discuss initial user feedback and necessary adjustments
3	

### Action Items

No.	Item	Who	By
1	Implement adjustments based on feedback	Everyone	Next Meeting
2	Continue detailed feature development	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 5

### Meeting Details

Date:	01/10/2024
Venue:	RMIT Campus
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Feedback session on initial feature implementations
2	Plans for further integration
3	

### Action Items

No.	Item	Who	By
1	Address feedback and prepare for detailed feature development	Everyone	Next Meeting
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 6

### Meeting Details

Date:	02/10/2024
Venue:	MS Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Progress update on all features
2	Discuss Docker introduction
3	

### Action Items

No.	Item	Who	By
1	Continue feature development	Everyone	Next Meeting
2	Prepare environment for Docker	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 7

### Meeting Details

Date:	03/10/2024
Venue:	RMIT Campus
Attendees:	Abdullah Abdosh Yifan Shen Shreyas Shah Mohammed Ahtesh Farahan
Apologies:	Idris Aklan

### Information / Decisions

No.	Item
1	Final review before testing
2	Discuss Docker setup
3	

### Action Items

No.	Item	Who	By
1	Finalise features	Everyone	Next Meeting
2	Begin Docker set up	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 8

### Meeting Details

Date:	06/10/2024
Venue:	MS Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Evaluate Docker implementation
2	Update on integration
3	

### Action Items

No.	Item	Who	By
1	Optimise Docker performance	Everyone	Next Meeting
2	Finalise integration of features	Everyone	Next Meeting
3			
4			



# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 9

### Meeting Details

Date:	08/09/2024
Venue:	RMIT Campus
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review all features for consistency
2	Prepare for final phase
3	

### Action Items

No.	Item	Who	By
1	Conduct full application review	Everyone	Next Meeting
2	Incorporate feedback	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 10

### Meeting Details

Date:	09/10/2024
Venue:	MS Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Final preparations for deployment
2	Review test cases and quality assurance reports
3	

### Action Items

No.	Item	Who	By
1	Finalise Docker setup	Everyone	Next Meeting
2	Ensure quality assurance and monitoring	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 11

### Meeting Details

Date:	10/10/2024
Venue:	RMIT Campus
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review deployment results
2	Prepare for presentation
3	

### Action Items

No.	Item	Who	By
1	Compile feedback	Everyone	Next Meeting
2	Finalise documentation and presentation prep	Everyone	Next Meeting
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 12

### Meeting Details

Date:	13/10/2024
Venue:	MS Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Conduct final project checks
2	Review lessons learned
3	

### Action Items

No.	Item	Who	By
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1	Ensure Docker optimisation and finalise all presentation materials	Everyone	Next Meeting
2	Prepare environment for Docker	Everyone	Next Meeting
3			
4			