Client Meeting Agenda

Yellow Group: R.I.S.E. Academy – Front-End Development

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| **Date** | July 12, 2023 | **Location** | Virtual  (link to be provided separately) |
| **Time** | 9:00 AM – 9:30 AM (Extra time in case) |

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| **Attendees** | | |
| **Name** | **Role** | **Attendance** |
| Rebecca Chambers | Project Stakeholder | Present |
| Tyler McHugh | Project Manager | Present |
| Jagdeep Singh | Front-End Developer | Present |
| Pardeep Kaur | Front-End Developer | Present |
| Wai Chun (Daniel) Kwan | Front-End Developer | Present |
| Zixuan Lou | Front-End Developer | Present |

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| **Main Objectives** |
| A quick check-in with the client to show that progress is being made. |

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| **Detailed Agenda** |
| * **What we've done and what we're working on:** (~10min)   + Foundational elements     - Zixuan       * Identifying the common elements       * Turning prototypes into a real final product in code     - Pardeep       * Easy to follow documentation   + We've got group members on the login page     - Daniel       * CSS styles and HTML layouts     - Jagdeep       * Integrating with the backend       * Front-end programming for the login   + Documentation for the next groups     - Tyler       * Site Map       * Development Plan * **Questions from the client?** (~5min) |

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| **Preparation Needed** |
| * All items to be shown to the client   + PDF or FIG with the identified common elements   + Site Map   + Any additional work you would like to show |

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| **Next Steps** |
| * Keep working on the foundational elements and login page so we can progress with the other pages. |