

Minutes of the First Client Meeting

Group 22-N

Friday 8th Mar 2024

Minutes are written by: Yuyue Chang

Chair: Nilangi

Members: Liting Liao

Vishal

Siyu Ni

Apologies: None.

1 Time and Place

The third client meeting for the Software Engineering Group Project was held in ZOOM at 11am on Friday 8th May 2024.

2 Quorum Announcement

Nilangi announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3 Summary of Previous Meeting

Nilangi briefly recapped Thursday's meeting which was largely focused on the preparation of the upcoming project.

4 Q&A

- Available time for the meeting every week?
Friday morning is most preferred. Tuesday morning is also ok. Doesn't need to be face to face.
- References?
Ok if it is public domain.
- Meeting during mid-semester break?
Meet for one week and have one week's break.
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