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| **Title:** | Group 1 The Fourth Formal Meeting with Project Clients | | |
| **Date** | 13.09.2024 | **Start Time** | 13:00 |
| **Venue** | Teams Online | **Meeting No.** | 7 |
| **Client Liaison Person:** |  | **Minute Taker** | Ella Zhang |

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| **ATTENDANCE** | | | |
| **Name** | **Position** | **Organisation** | **Email** |
| Ashley Li | Member | UWA | 23428364@student.uwa.edu.au |
| Ella Zhang | Member | UWA | 23844446@student.uwa.edu.au |
| Xuechen Mao | Minutes taker | UWA | 23884895@student.uwa.eud.au |
| Fudong Qin | Member | UWA | 23992836@student.uwa.edu.au |
| Adharsh Sundaram Soudakar | Member | UWA | 23796349@student.uwa.edu.au |
| Zhaoyang Lin | Member | UWA | 24042674@student.uwa.edu.au |

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| **Key Dates** | |
| 20th September, 2024, Friday at 1:00 pm | Deliverable 2 – Individual Assignment (25%) |
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| **Agenda details** | |
| 1. | **Showcase of Latest Development:**   * Implemented drag-and-drop course rule edit function. * Improved numbering system. * PDF generation feature with version control. * Database optimization. * Register/login page functionality. |
| 2. | **Client Feedback:** Clients are satisfied with the work done, noting that **90% of the project is complete**.  The following requests were made for further improvement:   * **Admin Page**: Creation of an admin page to ensure only staff with the appropriate access level can edit the preset rules. Currently, all logged-in users can access the preset rules. * **Fixed Section for Preset Rules**: A fixed section at the top of the "Manage Rule" page to display the preset rules to all users, ensuring clarity between preset and standard rules. * **Additional Numbering Style**: In both the PDF and handbook generation, they requested an additional numbering style. |
| 3. | **Next Steps:**   * Implement the requested **admin page** and **fixed section for preset rules**. * Update the PDF generation to include the **additional numbering style**. * Schedule the next meeting for further feedback after these changes are completed. |