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| **Title:** | Group 1 The Third Formal Meeting with Project Clients | | |
| **Date** | 22.08.2024 | **Start Time** | 10:00 |
| **Venue** | Teams Online | **Meeting No.** | 6 |
| **Client Liaison Person:** |  | **Minute Taker** | Fudong Qin |

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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** | |
| 23rd August, Friday at 11:59 pm | Deliverable 1 - Group Project Specification (Marker: clients) |
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| **Agenda details** | |
| 1. | Xuechen presented our prototype system, including template management and rules management functionalities. The clients expressed appreciation for the design, considering it innovative. |
| 2. | The clients suggested several improvements:   * Increase flexibility to allow adding, deleting, or reordering rule headings * Consider how to read data from other forms/fields rather than editing directly in this system * Display information about the fields the system uses to construct rules * Add a rationale field for custom rules |
| 3. | The clients emphasized that the system needs to adapt to different course types, not just postgraduate courses. |
| 4. | Fudong demonstrated a drag-and-drop feature for reordering rules, which the clients appreciated. |
| 5. | The clients advised considering more scenarios and requirements before development to avoid large-scale modifications later. |
| 6. | The clients were satisfied with the team's work, stating that we had reached the project milestone. |
| 7. | We committed to considering this feedback and presenting an updated design at the next meeting. |