**Client Meeting Minutes**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [28/09/2020] | 10am-11am | WelTec |

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| **Client Name:** | **Clement Sudhakar Swarnappa** |
| **Meeting Purpose:** | Get approval for User Manual, Testing Document, Debug Report, Official Project Handover and Back-end RAD Approval. |

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| **Participants** |
| Ruban Ravi Sebastian (2207078) |
| Kalaivani Ilango (2208791) |
| Supun Chandra Malimage (2193624) |

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| **Agenda Item** | **Discussion** | **Action plan** | |
| 1. Back-end RAD Approval | Presented the Back end to the client and got approval. He was fully satisfied with the development | NA |
| 1. Testing | Explained about the functional testing such as unit testing and integration testing. We shared the GitHub link to the client. | Need to take printout for all testing documents. |
| 1. User and Admin Manual | Client asked us to take print for the user and admin manual. | NA |
| 1. Official Project Handover | Presented the RAD approval form for official project handover and got approval from the client | NA |
| 1. Other | We as a team agreed to do final presentation and handover all respective documentation on 5 October. | NA |
| 1. Next meeting date: | Final Presentation | O5/10/2020 |

These minutes of 28/09/2020 were accepted:

**Client Signature & Date**: ----------------------------------

**Team Members Signature & Date**:

Supun Malimage: ----------------------------------------------

Kalaivani Ilango: ----------------------------------------------

Ruban Ravi Sebastian: ---------------------------------------