

Meeting Date:	17 Aug 2023		
Members attending:	Prof Hodkiewicz, Erwin, James, Stanley, Wenbo, Yanchen, Sachin		
Apologies:			
Minute taker:	Stanley	Length:	40 min

Main points discussed and tasks completed:

- Discuss the form of communication between the project team members and client for the meeting.
- The use of documentation to present our solution to client.
- Discussing feedback on the draft failure record template created using html.
- More clarification on the information to record for the project requirements.
- Utilization of version control software; GitHub.

Action Items		
What?	By whom?	By when?
The use of logo and styling for the record template failure form	Project Team	Next week
Change the arrangement of the different user input tabs for better user experience (e.g. having field after the column)	Project Team	Next week
Having a colour scheme for the validation status (e.g. red, green, black etc..)	Project team	Next week
Have any user input fields for the failure record template on top (to be filled in first)	Project team	Next week
Create a collapse section for the user input section and the failure record information	Project team	Next week
Have a landing page for each team members in their Github pages	Project team	Next week

Our next meeting will be:

Date: 24 Aug

Time: 9 am

Venue: 1.53 Eng / Online