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|---------------------------|----------------------------------------------------------------|----------------|--------|
| Meeting Date: | 24 Aug 2023 | | |
| Members attending: | Prof Hodkiewicz, Erwin, James, Stanley, Wenbo, Yanchen, Sachin | | |
| Apologies: | | | |
| Minute taker: | Stanley | Length: | 30 min |

Main points discussed and tasks completed:

- discuss the different UI design for the project solution (ver1, ver2)
- discuss the team members agile sprint plan (e.g. sprint 1, sprint 2 and sprint 3)
- present the slides that shows the MVP identification and requirements for the product.
- discuss and receive feedback from the client about the UI design.
- present the user journey for the different versions of the prototype.
- discuss the technologies that we will used for the project solution

| Action Items | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| What? | By whom? | By when? |
| give some deliverable dates on the sprint end date, present it on the slides | group | Today |
| have a Gantt chart for the agile development, and make sure to add milestones and due dates fields | group | Friday |
| make a note for the search report on the same page | group | End Sprint 2 |
| using Django for administration dashboard | group | End Sprint 2 |
| try to kick start with the design stage as soon as possible (e.g. coding, push and pull requests) | group | Friday |
| remove the authorization transfer in the team member and reports on the management page for team lead replace with Django administration functionality instead | group | N/A |

Our next meeting will be:

Date: 24 Aug

Time: 9 am

Venue: 1.53 Eng / Online