

<b>Meeting Date:</b>	10 Aug 2023		
<b>Members attending:</b>	Prof Hodkiewicz, Erwin, James, Stanley, Wenbo, Yanchen		
<b>Apologies:</b>	Sachin (driving test)		
<b>Minute taker:</b>	Yanchen	<b>Length:</b>	35 Mins

**Main points discussed and tasks completed:**

- Clarification on FR16: 3 yes/no fields for 3 stages of validation
- Clarification on FR17: a field for yes/no, other information to be stored in a comment field.
- Re-state the importance of partial completion: enable auto-save/submission of partially completed record.
- History feature: save historical version, display difference.
- Failure data types and fields to be discussed by the clients.

Action Items		
What?	By whom?	By when?
Draft design document	Project Team	Next week
Draft proposal	Project Team	Next week

**Our next meeting will be:**

**Date:** 17 Aug

**Time:** 9 am

**Venue:** 1.53 Eng / Online