

|                           |  |                |               |
|---------------------------|--|----------------|---------------|
| <b>Meeting Date:</b>      | <b>21 Sep 2023</b>   |                |               |
| <b>Members attending:</b> | Erwin, James, Stanley, Yanchen, Sachin, Wenbo, Melinda Hodkiewicz, |                |               |
| <b>Apologies:</b>         |  |                |               |
| <b>Minute taker:</b>      | <b>Stanley</b>   | <b>Length:</b> | <b>30 min</b> |

**Main points discussed and tasks completed:**

- Show the MVP of the product, mainly showcase the website layout and functionality.
- Demonstrate the login page.
- Demonstrate the registration page.
- Show the failure record template.
- Show the Django administration page.

| <b>Action Items</b>   |                 |                 |
|---|-----------------|-----------------|
| <b>What?</b>  | <b>By whom?</b> | <b>By when?</b> |
| Have the search/edit view report page implemented in the web application                                  | Group           | 27/09/2023      |
| Have the team lead/team management page implemented in the  | Group           | 27/09/2023      |
| Having the issues that we are having during the product development and identify the priorities for each. | Group           | 27/09/2023      |
| Perform better project management plan, using tools such as Gantt chart, etc.                             | Stanley         | 27/09/2023      |

**Our next meeting will be:**

**Date:** 27 Sep

**Time:** 9 am

**Venue:** 1.53 Eng / Online