**Subject:** Client Meeting 1

**Project Name:** USYD-10A

Facilitator: Strong Compute

**Prepared by:** Strong Compute(Tim, Cian, Henry)

**Mode:** remote(discord)

**Date:** 15th August

**Time:** 14:40 ~15:00

**Attendees:** Alan Chen, Nuo Chen, Jiaxin Liu, Helen Liu, Wei Zhang, Blackhole Wang, Sulayman Sindhu

**Absent:** Ehab EI Cheikh

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | 1. Meet client 2. Elicit your INITIAL PLAN: Timeline (schedule), Roles Allocation, Objectives, User Stories, Methodology, Deliverables – Upload to your BITBUCKET site 3. Deed Poll 4. Week 3 presentation slides |  | All team members |  |
| 2 | What is in progress? | 1. Self-learning Elixir 2. Self-learning Phoenix LiveView |  | All team members |  |
| 3 | What is working well? |  |  |  |  |
| 4 | What needs improvement? |  |  |  |  |
| 5 | Reminders | Next client meeting date: 18th Aug 14:30~14:40 |  | All team members |  |
| 6 | What needs to be completed before the next meeting? | Drafting web framework |  | All team members |  |
| … | ….. |  |  |  |  |