**Subject:** Client Meeting 1

**Project Name:** UG-USYD-10: Strong Advanced Data Centre - SOFTENG/COMPSCI

Facilitator: Strong Compute

**Prepared by:** Strong Compute(Tim, Cian, Henry) & Team USYD-10A

**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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **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 |  |
| **…** | ….. |  |  |  |  |