Meeting Minutes

**Date:** 2nd April 2018

**Time:** 1200hrs

**Attendees**

* Mr Han (Sponsor)
* A.Shafiq Yussaini

**Absentees**

* Edwin Peter (Had a lesson)

**Purpose of Meeting**

This sponsor meeting is to show our client our final prototype. In addition, we will go through the type of content that he is okay for us to use for the research paper, final presentation as well as for our poster day.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Show the progress we had made on our web application as well as gather some feedback |
| 2 | Go through the fine details of our documentation to make sure we protect the company’s data |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

NIL

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
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|  |  |  |
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**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Our client is happy with what we have presented to him. He mentioned that he tried to get other software development companies to do what our team has accomplished but they were hesitant to do it for him. He really liked the dashboard and mentioned that it would be useful to him as he can do all of his record keeping in one application rather than use Numbers and Google Calendar and keep having to refer to them.  |  |
| 2 | For the content used for the presentation, poster and research paper, our client would only like for us to anonymize the names of the schools which are the company’s clients. He is okay with using real data as long as we fulfill what he mentioned. |  |
| 3 |  |  |
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**New Tasks**

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| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |