Meeting Minutes

**Date:** 12th March 2018

**Time:** 1200hrs

**Attendees**

* Mr Han (Sponsor)
* A.Shafiq Yussaini

**Absentees**

* Edwin Peter (Had a lesson)

**Purpose of Meeting**

This sponsor meeting is to inform our client on our pivot to creating a web application which includes the database that we suggested to build for the company from our previous meeting.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Show the new workflow that we suggested (make sure it is correct) |
| 2 | Show our initial prototype of the web application, get feedback from an end user |
| 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 | Firstly, we showed the client our initial prototype. Our client likes how the prototype looks like but he mentions that he does not understand how he should go about using the web application. That is where we showed him the workflow diagram which we intend to use to help model our web application. Together with the client, we help create a workflow model that would be relevant to us as well as easy to use from the clients perspectives. |  |
| 2 | In addition, the team went through the different possibilities data storage would occur as we understood that the client may not have the budget to have their own server up and running in the short term. Our client mentioned that as long as he is able to store the data on his local machine and the web application is able to work on his MacOS, he would be fine with our implementation. |  |
| 3 | The next meeting we would have, we intend to show our completed web application as well as how we want to structure our research paper and get the green light for us to submit our research paper and poster as well. |  |
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**New Tasks**

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| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Continue to work on web application | Shafiq and Edwin | 2nd April 2018 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |