Meeting Minutes

**Date:** 22th March 2018

**Time:** 1800hrs

**Attendees**

* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The eighth team meeting is focused on reviewing Prof Kam’s comments with regards to our project.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Review how we want to display UI elements. |
| 2 | Discuss what content we should include in our draft USDA research paper. |
| 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 | The team needed to decide how they wish to tie all of the forms together. We then decided on a workflow with regards to how a user will interact by separating key processes into separate forms/tabs. |  |
| 2 | The team also discussed and reviewed their code to see what are the key functions that we need to complete and debug ASAP (which are the CRUD methods for new clients and programs). |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Continue working on web application – CRUD, data cleaning and how to join data together | Shafiq, Edwin | 29th March 2018 |
| 2 | Start writing content for USDA research paper as well as our poster. | Shafiq, Edwin | 29th March 2018 |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |