News Tone
MINUTES OF THE MEETING

Week No	03
Date	16-March-2019
Time	09:30AM – 11:00AM
Location	Ingkarnii Wardli
Prepared By	Ying Wang

Attendees	a1733805 Ying Wang a1758331 Jin Zhou a1736798 Yiru Li

I.   Meeting Objectives

1. Access the github – **github.cs.adelaide.edu.au/login**
2. Met the client last Friday to discuss the background and objective of this project:
    - Sentiment analysis has broad application prospects, such as it can be used for products comments analysis, election opinion analysis, stock trend analysis
    - Our project in this semester is to develop a dashboard that can analyse the sentiment of the front web pages from news.com.au, and then display these analysis outcomes
    - Our final goal in this semester is using the tool we will develop to analyse what types of news show up most often on which days
    - Preparing for the pitch presentation based on these goals and information
3. Tools that can be used are phyton and R language.
4. Discussed about the allocation of phased tasks of the project

Review Topic	Owner
Slides – Pitch Presentation	Jin Zhou
Business Case & Draft Plan	Ying Wang, Yiru Li, Jin Zhou
Milestone1 Plan	Ying Wang
Milestone1 Report	Ying Wang
Testing Plan	Yiru Li
Slides – Final Presentation	Jin Zhou
Final Report	Jin Zhou

5. Roles Delegation

Role	Name
Developers	Ying Wang, Yiru Li
Testers	Yiru Li
Documentation	Jin Zhou

6. The team discussed the functional requirements for both admin and candidates

7. Meetings:
    - 2 formal meetings
        - o   Client Meeting (negotiate with the supervisor)
        - o   Group Meeting (Monday 10:AM – 11:30AM)
    - DSM
        - o   Online meeting every Friday (Zoom)

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- Group meeting preparation schedule (will take turns)

Week No	Assignee
W03	Ying Wang
W04	Ying Wang
W05	Yiru Li
W06	Yiru Li
W07	Jin Zhou
W08	Jin Zhou
W09	Yiru Li
W10	Yiru Li
W11	Jin Zhou
W12	Jin Zhou

II.　Action Items

#	Description	Owner	Status
1	Create folder structure in github	Ying Wang	Open
2	Create Trello board	Ying Wang	Open
3	Pitch presentation slides draft	Jin Zhou	Open
4	Upload pitch presentation slides on myUni	Jin Zhou	Open
5	Pre-recording video for pitch presentation	Ying Wang, Jin Zhou, Yiru Li	Open
6	Business Case & Draft Plan	Ying Wang, Jin Zhou, Yiru Li	Open