Agenda

MCI project meeting: Week 3 Meeting

Project Group No.: 23

Meeting time: From 9:30am to 11:00am, 16th March 2020

Meeting site: Ingkarnii Wardli

Chair: Ying Wang

Secretary: Ying Wang

1 Apologies

None.

2 Presentation

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Ying Wang, Yiru Li, Jin Zhou
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2.1 GitHub repository structure

Set up the GitHub repository structure

2.2 Discussion on the meeting with supervisor last Friday

Review the meeting with supervisor last Friday. Discussing on some important points of the meeting content.

2.3 Tools for this project (programming language)

3 Project management plans

3.1 Discussion on the allocation of phased tasks of the project

Allocate each task to the particular team member.

3.2 Discussion on the role delegation

Developers, testers and documentation.

3.3 Discussion on weekly group meeting schedule

Weekly group meeting preparation and minutes shall be allocated to each team member.

4 Other Issues

Questions Business case and draft plan.

Note: Next meeting will be held on 24th March 2020.