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

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| **Attendees** | |  | | --- | | a1733805 Ying Wang | | a1758331 Jin Zhou | | a1736798 Yiru Li | |  | |

1. **Meeting Objectives**
2. Access the github – **github.cs.adelaide.edu.au/login**
3. 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
4. Tools that can be used are phyton and R language.
5. Discussed about the allocation of phased tasks of the project

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| **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 |

1. Roles Delegation

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

1. The team discussed the functional requirements for both admin and candidates
2. Meetings:
   * 2 formal meetings
     + Client Meeting (negotiate with the supervisor)
     + Group Meeting (Monday 10:AM – 11:30AM)
   * DSM
     + Online meeting every Friday (Zoom)
   * Group meeting preparation schedule (will take turns )

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| **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 |

1. **Action Items**

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| **#** | **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 |