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| **Week No** | 05 |
| **Date** | 30-March-2020 |
| **Time** | 10:00AM – 12:00AM |
| **Location** | Online meeting |
| **Prepared By** | Yiru Li |

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

1. **Meeting Objectives**
2. Discuss the business case & draft plan objectives which delivered on Myuni.

* Identifing what content should be included in each esction in the document based on requirements.
* Determine workload for reach group individual group member.
* Configuring a practical project schedule for iteration 1 for the project. Ensure the project schedule appopriate for everyone.

1. Exchanging information and discussing issues.
2. Generate a draft of business case & draft plan before Friday (3rd of April 2020) for group member inspecting.
3. Discussed about the allocation of phased tasks of the project

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| **Review Topic** | **Owner** |
| 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. Review project plan make necessary changes.
2. Meetings:
   * 2 formal meetings
     + Client Meeting (negotiate with the supervisor)
     + Group Meeting (Monday 10:AM – 11:30AM)
   * DSM
     + Online meeting every Week (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 | Web crawler programing | Ying Wang | Open |
| 2 | Create Trello board | Ying Wang | Open |
| 3 | Pre-recording video for pitch presentation | Ying Wang, Jin Zhou, Yiru Li | Open |
| 4 | Business Case & Draft Plan | Ying Wang, Jin Zhou, Yiru Li | Open |