**Meeting on 23/02/2023 at 11:30**

**And ended around 12:45**

This week:

* Mingqing is working on git lab and writing documentation about the software we will write. He will share it with the group later.
* Ziyu is designing the database structure (MySQL). Ziyu and Mingqing are planning to work on the back end.
* Baiyang is supporting Ziyu and is learning MySQL.
* Rachel will go through the agenda - she has watched the pre-recorded content and made notes on it (shared in WhatsApp group). Rachel has suggested a collaborative agenda and she would like to be in charge of editing the agenda.
* Nana is working on the spec end with Mingqing and Ziyu.
* Georgia is researching TTS.

General points:

* Division: 3-3 split - Nana, Mingqing, Ziyu on more technical parts (database and Java). Baiyang, Rachel and Georgia on TTS.
* We will store all documentation on Google Documents.
* Everyone should have their own branch on Git Lab. Use of Git Lab off-campus requires a VPN.
* Okay to use Word, but it is common practice to use markdown or LaTeX.

Next week:

* Mingqing and Nana are going to work on the sending and receiving email functionality.
* Ziyu will work on building the environment
* Baiyang, Rachel and Georgia will work on the TTS function. It will be written in Python. We need data: diphones, any open-source set, prosody and word sense disambiguation possibly from NLTK. Baiyang will work on the schematic while Georgia and Rachel will work on gathering data.
* On Tuesday we will talk about the key features. We will clarify with Ola regarding preferred language.