

Minutes of the Second Client Meeting

Trace Alert - Team 27

Friday 19th March 2021

1. Meeting Participants

Client	Nick Falkner
Team members	Xilin Huang Xuesong Ji Yumeng Zhang

2. Apologies

Kaiyang Xue was absent from the meeting due to temporary affairs.

3. Time and Place

The second client meeting for the Trace Alert project was held on Zoom at 11:00 am on Friday 19 March 2021.

4. Summary of the Previous Meeting

Reports are relevantly clear. App mock up is done. Project plan is done.

5. Project Administration

Xilin suggests setting a fixed time for the meeting.

6. Requirements Elicitation

- 6.1. The milestone 1 needs to demonstrate the database and methods by a working app or anything that can display the content.
- 6.2. Task allocations in the last few weeks are non-specific. Break out the final milestone into 2 steps for better workload dividing. Re-task if needed to achieve certain milestones.
- 6.3. Refining the statement of capturing information of the QR code. Think about what kind of information it is going to capture. How much information will be shown if someone scanned the QR code, will there be any level of authority? Or people can only scan their own code.
- 6.4. More specifications in different levels of contact risk. How much contact can be considered as too much contact? Which guidelines should be used between various

health organizations? Who's alert is it going to use when the border is open? Find out what a risky environment and low-risk environment looks like.

- 6.5. For user story 1, it's not to see if a user is at risk of coming into contact but if they have already come into contact.
- 6.6. What information is expected to be stored in the database? What database interactions should be defined? What kind of structure is going to use for storage and how is it going to reflect the information?

7. Tasks

- 7.1. Prepare for the example of pitch slides (Toward the end of next week).
- 7.2. Prepare for what you're going to talk about in the pitch video.

8. Adjournment

The meeting finished at 11:30 am.