Group Meeting #1

Date: 29/07/2022

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| --- | --- | --- |
| **Time: 15:00** |  | **Location: CSSE G207** |
| **Meeting called by:** | William Au, Yazhen Tian, Changhao Liu, Xiaokai Qu, Yinuo Zhao | |
| **Type of meeting:** | Group Meeting | |
| **Facilitator:** | Rachel Cardell-Oliver | |
| **Note-taker:** | Yinuo Zhao | |
| **Timekeeper:** | N/A | |
| **Attendees:** | William Au, Yazhen Tian, Changhao Liu, Xiaokai Qu, Yinuo Zhao | |

# Agenda

## Determine the project task initially

* Identify the primary contact with the client
* Schedule a meeting with client
* Client background research
* Prepare the product features for client meeting

## Identify the technical areas in which each person is skilled

* Yazhen Tian, Xiaokai Qu, William Au: Front-end
* Yinuo Zhao, Changhao Liu: Back-end and database

# Actionable Items

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| --- | --- |
| **Person Responsible** | **Action** |
| ALL | Client background research |
| ALL | Prepare the product features for client meeting |
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Group Meeting #2

Date: 09/08/2022

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| **Time: 15:00** |  | **Location: Teams** |
| **Meeting called by:** | Changhao Liu | |
| **Type of meeting:** | Group Meeting | |
| **Facilitator:** | Rachel Cardell-Oliver | |
| **Note-taker:** | Changhao | |
| **Timekeeper:** | N/A | |
| **Attendees:** | William Au, Yazhen Tian, Charlie Hu, Changhao Liu, Xiaokai Qu, Yinuo Zhao | |

Agenda

Requirements confirm

* Send the first version requirements to the client for the feedback

Document assignment

* Assign different part of the document to everyone.

Plan for the next step

* Assign the prototype

Actionable Items

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| --- | --- |
| **Person Responsible** | **Action** |
| William Au | Send the requirement to the client and ask the feedback |
| Changhao Liu, Yinuo Zhao | Project scope part |
| William Au, Yazhen Tian, Charlie Hu, Xiaokai Qu | MVP part |

Group Meeting #3

Date: 18/08/2022

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| --- | --- | --- |
| **Time: 15:00** |  | **Location: CSSE G207** |
| **Meeting called by:** | Yazhen Tian, Changhao Liu, Charlie Hu, Xiaokai Qu, Yinuo Zhao | |
| **Type of meeting:** | Group Meeting | |
| **Facilitator:** | Rachel Cardell-Oliver | |
| **Note-taker:** | Yinuo Zhao | |
| **Timekeeper:** | N/A | |
| **Attendees:** | Yazhen Tian, Charlie Hu, Changhao Liu, Xiaokai Qu, Yinuo Zhao | |

# Agenda

## Assess each person’s skills and resources

## Determine technical choice

* Backend: Django
* Frontend: HTML, CSS, JS, Echart
* Database: Mysql

## Plan prototype

* Data display
* Data visualisation

# Actionable Items

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| --- | --- |
| **Person Responsible** | **Action** |
| Yazhen Tian | Prototype |
| Changhao Liu | Modify documents |
| Charlie Hu, Xiaokai Qu | Modify slides for client meeting |
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