Meetings

First Meeting

Wednesday, 30th of August 2023

Decisions:

* Consensus on methods of communication and sharing of information (Teams and GitHub).
* Consensus on meeting schedule
  + Tuesday 9:00-10:30 (optional- if need be)
  + Fridays 3:00-3:30 (mandatory)
* Consensus on team assessment agreement
  + Zheng would like to work more on Front-end development.
  + Shun Zi and Yao would like to do more work on Back-end development.
  + Le Le and Chun Mei would like to work on full stack development.
* Consensus on meeting language: Chinese
* Consensus on rotating minute-taker
* Consensus on two-week leadership rotation for each team member
* The entire group worked on looking for potential clients.
* Consensus on technologies that will be used:
  + HTML, CSS, JS
  + JAVA
  + SQL for Database

Work done:

* Shun Zi created a GitHub repository and added all the team members.
* Wu Yao created Teams room.
* Chun Mei organized the rotation of minute-takers.
* Read all the materials in LEA together.
* Shun Zi created the first meeting minutes.

Second Meeting

Friday, 1st of September 2023

Decisions:

* Team leader will be responsible for the team logbook.
* Consensus on making a website application.
* Consensus on type of client for our project
  + Small business
  + From Montreal

Work done:

* Chun Mei was responsible for the second meeting minutes.
* Shun Zi updated the GitHub the ignore documentation.
* Shun Zi uploaded the first meeting minutes to GitHub.
* Le Le uploaded the first group agenda to GitHub.
* Each member found at least one customer for consideration.
  + Le Le:
    - Claw machine business
    - Pet match making platform.
    - Ballons online shop
  + Shun Zi:
    - Pet shop
    - National Park ticket reservation
    - Mobile app for garbage collection reminders
    - Credit card management service
  + Chun Mei:
    - Tailor shop
    - Chinese food delivery
  + Yao:
    - Restaurant online ordering
  + Zheng:
    - Discount negotiation platform for group

Third and Fourth Meeting

Saturday, 2nd, and Tuesday, 5rh of September 2023

Decisions:

* Consensus on balloons online shop
* Consensus on technologies that will be used:
  + React
  + Spring Boot Framework
* Le Le wei and Chun Mei are responsible for client during deliverable 1.
* Having the first meeting with our client on September 5th.

Work:

* Yao and Zheng were responsible for the third and fourth meeting minutes.
* Chun Mei uploaded the second meeting minutes to GitHub.
* Le Le uploaded the second group agenda to GitHub.
* Voted for project.
* Group worked on assignment #1
* Group worked on project plan of deliverable 1.
* Shun Zi and Le Le prepared a Questionnaire for the first meeting with client.
* Chun Mei and Le Le Planned to first meeting with client.

Fifth Meeting

Wednesday, 6th of September 2023

Decisions:

* Having a second meeting with our client on September 7th.
* Consensus on the style of product exhibition.
* Consensus on starting design UI of web application.

Work:

* Shun Zi was responsible for the second meeting minutes.
* Yao and Zheng uploaded the third and fourth meeting minutes to GitHub.
* Le Le uploaded the third and fourth group agenda to GitHub.
* Chun Mei and Le Le Introduced of balloons business process.
* Chun Mei and Le Le Introduced client’s basic requirements.
* Zheng, Le Le and Yao prepared a Questionnaire for the second meeting with client.
* Each team member found an example for the next meeting.
* Shun ZI generated pages of website.
  + Homepage
  + Products exhibition (separate pages for different themes)
  + About us & contact us
  + Shopping Cart
  + Order tracking
  + Sign in/Log in
  + FAQ

Sixth Meeting

Friday, 8th of September 2023

Decisions:

* Consensus on the style of Website.
* Consensus on starting design UI of web application.
* Payment and delivery API will not apply on Balloons website as client’s requirements.
* A customer account is not necessary for the web as client’s requirements.

Work:

* Zheng was responsible for the second meeting minutes.
* Shun Zi uploaded the fifth meeting minutes to GitHub.
* Le Le uploaded the fifth group agenda to GitHub.
* Chun Mei and Le Le had a second meeting with our client.
* Chun Mei and Le Le explained the solution of the Questionnaire for the second meeting with client.
* Chun Mei went through the example websites.
* Shun Zi, Zheng and Yao distributed UI design tasks:
  + Homepage
    - Zheng and Chun Mei
  + FAQ, order form and Products exhibition (separate pages for different themes)
    - Shun Zi and Yao
  + About us & contact us.
    - Le Le Wei