**Group Meeting Minutes**

**Date:** 01/08/2025

**Attendees:** Dr Atif Mansoor, Veronica, Changjiang, Chien-An, Jinho, Silvia, Vincent, Xinyu, Zhenyi

**Location**: online & offline

**Key Decisions & Action Items**

1. **Weekly Progress Reports**
   * Summaries will be compiled and **emailed to Atif Mansoor every Thursday**.
2. **Gantt Chart**
   * A project Gantt will be created to **prioritize functionalities and divide work into stages** (Requirements → Design → Dev → Test → Delivery).
   * Includes **milestones** (Requirement Confirmed, SRS Finalized, Core Auth Ready, Lending MVP, Payment/Shipping MVP, MVP Online, Final Demo).
3. **Prioritize Development**
   * Team will finalize the **Must/Should/Nice** list for MVP execution order.
4. **UML / Workflow Diagrams**
   * Produce diagrams to illustrate system behavior:
     + **Use Case** (actors & main flows)
     + **Sequence** (loan + escrow + refund)
     + **Activity/Flowchart** (book request with **estimated delivery cost**)
     + **Class/ER** (User, Book, Loan, Payment, Fee, Blacklist)
5. **Requirements Refinement (per Atif’s feedback)**
   * **Add Estimated Delivery Cost** to book request process (UI + calc + display).
   * **Implement Payment Gateway** with **platform-held funds (escrow)** before release to lender; define success/violation/refund logic.
   * **Promote User Profile & Blacklist** from *Should* → **Must**; update SRS and roadmap.
   * **Research Airbnb** (payments/trust): hold/deposit policies, release timings, dispute handling, identity/trust mechanisms; summarize design takeaways.

**Next Steps**

* **By Wednesday (weekly):**
  + All members submit progress inputs to PM (for Thursday email).
  + Draft updates to SRS reflecting: estimated delivery cost, escrow flow, profile/blacklist = Must.
* **This Week:**
  + Publish **initial Gantt** with milestones, owners, and durations.
  + Deliver **UML v1** (use case + flowchart for request/ship).
  + Complete **feature prioritization** list and attach to SRS
* **Before End of This Week:**
  + PM sends **Weekly Progress Report email to Atif Mansoor** with links (GitHub repo, MS Teams notes, Gantt, updated SRS).
  + Payment gateway **escrow flow spec** (states: Pending Payment → Deposit Held → Shipped → Pending Return → Returned → Refund/Forfeit).
  + Draft requirement defined.
  + Research memo: “Airbnb payment & trust insights → our design choices”.

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