# **Meeting Information**

| Meeting Title (Times): | Second meeting(2 nd) |
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| Date of Meeting: | 12 Nov 2018 |
| Venue: | Sainan 304 |
| Minutes Prepared By: | Zhangyi Shen |

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| 1. Purpose of Meeting |
| * Detailed study and Discussion on function division of total project * Schedule the tasks to be completed next week |

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| 2. Attendance at Meeting | |
| **Name** | **Roles** |
| Huijuan Lu | Instructor |
| Minchao Ye | Instructor |
| Congyu Cai | Researcher/Software Developer |
| Zhangyi Shen | Researcher/Software Developer |
| Ren Bin | Researcher/Software Developer |
| Ying He | Researcher/Software Developer |

| 3. Meeting Notes, Decisions, Issues | | | |
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| * **Detailed study and discussion of function division** * 1.Distribution fee calculation and prediction (based on distance and weight) can be used for map positioning. * 2.Platform management. * a. View and deal with abnormal list. Through the reports of users and businesses, the platform's customer service makes decisions and processing (confirm that the report is true - will report users into the blacklist, ban their accounts) * b.Coupon management, the coupon will be distributed to better evaluation of users and businesses, such as 10 orders received five-star praise. * Confirmation of transfer of goods. Use authentication code (message or email) and location to confirm. * **Function refinement, requirement analysis (document), business process modeling (UML), database E-R diagram.**   In this week, team member need to complete pre-design(requirement analysis and business process modeling). | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| The overall plan of functional subdivision is discussed in detail, and the requirement analysis and business process modeling are completed. Check the relevant information according to the contents of the work. | Congyu Cai | 19 Nov 2018 |  |
| The overall plan of functional subdivision is discussed in detail, and the requirement analysis and business process modeling are completed. Check the relevant information according to the contents of the work. | Zhangyi Shen | 19 Nov 2018 |  |
| The overall plan of functional subdivision is discussed in detail, and the requirement analysis and business process modeling are completed. Check the relevant information according to the contents of the work. | Bin Ren | 19 Nov 2018 |  |
| The overall plan of functional subdivision is discussed in detail, and the requirement analysis and business process modeling are completed. Check the relevant information according to the contents of the work. | Ying He | 19 Nov 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | 19 Nov 2018 | *Location:* | Sainan 304 |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about the detail function and implementation method we discuessed. | | | | |