**Minutes of Group Meeting**

**XJCO2811 User Interfaces**

**Group Project for Coursework 2**

**Personal Tutor’s name:** Chongshou Li & Samson Fabiyi

**Date:** 10/12/2022

**Start Time:** 20:30

**End Time:** 21:30

**Location:** Tencent Meeting

**Present:****Xiangyu Shen**, Zihan Zhou, Pangyu Li, Yuheng Liu, Lei Zhou

**Absent with apologies:** None.

**Absent without Apologies:** None.

**Minutes:** 60 mins

**AGENDA**

1. Recording attendance and apologies
2. Feedback on the third iteration
3. Report working process and discussion the feasibility
4. Discussed the prototyping methodologies for next iterations
5. Assign each member’s next mission in detail
6. Determine Date and Time of Next Meeting

Basic feedback on the third iteration

In the fourth meeting, at the beginning, we gave some feedback on the third iteration. Each member reported on the progress of their task and what problems he had found during working and how he solved these problems. After that we discussed what we should improve in the fourth iteration, reassigning the task and arranged the next meeting time. Before the end of this meeting, we uploaded some of our results to the GitHub repository and make a video of the third-generation results to show our work.

**Actions Arising**

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| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | today | Meeting Recording | LeiZhou | 10/12 | completed |
| 2 | 1 day later | Draw a wireframe | Xiangyu | 11/12 | uncompleted |
| 3 | today | Make a demo Video | Yuheng,Zihan | 10/12 | completed |
| 4 | 2 days later | Complete the third cycle of documentation | Yuheng | 12/12 | uncompleted |
| 5 | 3 days later | Assist with back-end development | Zihan | 13/12 | uncompleted |
| 6 | One day before | Prepare the third cycle of questionnaires | Xiangyu | 9/12 | completed |
| 7 | today | Outline the basic principles of UI design | Pangyu | 10/12 | uncompleted |
| 8 | 3 days before | Mainly responsible for back-end development | LeiZhou | 7/12 | completed |
| 9 | today | Prepare the scripts and assets for the video | Pangyu | 10/12 | completed |

**Date and Time of Next Meeting**

Date: 15/12/2022

Time: Undetermined

Location: Teaching building 9