**Minutes of Group Meeting**

# XJCO2811 User Interfaces

**Group Project for Coursework 2**

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

**Date:** 15/12/2022

**Start Time:** 16:30

**End Time:** 17:30

**Location:** Teams

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

**Absent with apologies:** None

**Absent without Apologies:** None

**Minutes:** 60 mins

**AGENDA**

1. Recording attendance and apologies
2. Report working process and discussion the feasibility
3. Basic feedback for the fourth iteration
4. Discussed the improvements needed to be done in the last iteration
5. Assign each member’s next mission in detail
6. Determine the time of the software’s acceptance testing

Report working process and discussion the feasibility

Each team member reported his or her working process in turn, as well as the gains and problems encountered in the process. By sharing experiences and asking questions, team members can improve their productivity in the future.

Discussed the improvements needed to be done in the last iteration

Based on the feedback from the public to the fourth iteration of the software, we discussed the aspects that need to be improved in the next iteration.

**Actions Arising**

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| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | today | Meeting Recording | Pangyu | 15/12 | completed |
| 2 | today | Draw a wireframe | LeiZhou | 15/12 | completed |
| 3 | 5 days before | Make a demo Video | Yuheng,Zihan | 10/12 | completed |
| 4 | 3 days before | Complete the third cycle of documentation | Yuheng | 12/12 | completed |
| 5 | 2 days before | Assist with back-end development | Zihan | 13/12 | completed |
| 6 | 5 days before | Outline the basic principles of UI design | Pangyu | 10/12 | completed |
| 7 | tomorrow | Mainly responsible for the front-end development | Yuheng | 16/12 | uncompleted |
| 8 | Tomorrow | Mainly responsible for the back-end development | Zihan | 16/12 | uncompleted |
| 9 | 2 days later | Complete the last cycle of documentation | Zihan | 17/12 | uncompleted |
| 10 | 2 days later | Make the demo video of the last cycle | Xiangyu | 17/12 | uncompleted |
| 11 | 2 days later | Software testing(Unit, Integration and System Testing) | Pangyu | 17/12 | uncompleted |
| 12 | 3 days later | Do software marking | LeiZhou | 18/12 | uncompleted |
| 13 | 3 days later | Software acceptance testing | All | 18/12 | uncompleted |
| 14 | 4 days later | Complete the final report | Zihan, Pangyu,Xiangyu | 19/12  -21/12 | uncompleted |
| 15 | 4 days later | Complete the final presentation video | Yuheng,  LeiZhou | 19/12  -  21/12 | uncompleted |