**Minutes of Group Meeting**

**XJCO2811 User Interfaces**

**Group Project for Coursework 2**

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

**Date:** 01/12/2022

**Start Time:** 15:30

**End Time:** 18:30

**Location:** The 3th Teaching building

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

**Absent with apologies:** None.

**Absent without Apologies:** None.

**Minutes:** 180 mins

**AGENDA**

1. Recording attendance and apologies
2. Explore the Specification carefully
3. Assign responsibility to each other
4. Assign each member’s next mission
5. Date and Time of Next Meeting

Explore the specification carefully

During the meeting this afternoon, our team carefully read and discussed all the details of the specification document, and created a remote repository using GitHub, a collaborative web Kanban using Miro, a shared document using MS Office, and an online discussion group using MS Teams. Finally, according to the specific details discussed, we assigned each person the work in the next four days.

**Actions Arising**

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

**Date and Time of Next Meeting**

Date: 04/12/2022

Time: Undetermined

Location: Online Teams Meeting