**Minutes of Group Meeting**

# XJCO2811 User Interfaces

**Group Project for Coursework 2**

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

**Date:** 04/12/2022

**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. Basic feedback for the responsibility assignment
3. Report working process and discussion the feasibility
4. Fixed the time 1st iteration should be done
5. Discussed the prototyping methodologies for next iterations
6. Assign each member’s next mission
7. Date and Time of Next Meeting

Basic feedback for the responsibility assignment

Our team members briefly discussed their feelings about their positions and prepared the following discussion materials

Report working process and discussion the feasibility

The members reported their own working process, and each of them put forward their own problems encountered in the process of work, and discussed how to solve these problems in the future cooperation. Through timely feedback, team members fine-tuned their individual responsibilities and strengthened the feasibility of proposing the first five iterations

Fixed the time 1st iteration should be done

Fixed the time to be 5/12, updating the whole package  
Discussed the prototyping methodologies for next iterations

Discussed user feedback tools and better prototyping methods and tools that will be used in later iterations

**Actions Arising**

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| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | today | Meeting Recording | Zihan | 4/12 | completed |
| 2 | Today | Draw a wireframe | Yuheng | 4/12 | completed |
| 3 | Tomorrow | Make a demo Video | Yuheng | 4/12 | uncompleted |
| 4 | Tomorrow | Complete the first cycle of documentation | Zihan | 4/12 | uncompleted |
| 5 | Tomorrow | Assist with back-end development | Zihan | 4/12 | uncompleted |
| 6 | 3 days before | Prepare the first cycle of questionnaires | Xiangyu | 1/12 | completed |
| 7 | Today | Outline the basic principles of UI design | Xiangyu | 4/12 | completed |
| 8 | Today | Mainly responsible for the development of the front-end interface | Pangyu | 4/12 | completed |
| 9 | Tomorrow | Mainly responsible for back-end development | LeiZhou | 4/12 | Uncompleted |
| 10 | Today | Extracted the key pointes of the ui slides | Zihan | 4/12 | completed |
| 11 | Today | Investigate the market and draw wireframe for next iteration | Xiangyu | 4/12 | uncompleted |
| 12 | Today | Investigate the market and draw wireframe for next iteration | Leizhou | 4/12 | uncompleted |
| 13 | Today | Prepare the scripts and assets for the video | Yuheng | 4/12 | uncompleted |

**Date and Time of Next Meeting**

Date: 06/12/2022

Time: undetermined

Location: Online Teams meetings