**Minutes of Group Meeting**

**XJCO2811 User Interfaces**

**Group Project for Coursework 2**

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

**Date:** 06/12/2022

**Start Time:** 19:30

**End Time:** 20:30

**Location:** The 9th Teaching building

**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 second iteration
3. Report working process and discussion the feasibility
4. Discussed the prototyping methodologies for next iterations
5. Assign each member’s next mission
6. Date and Time of Next Meeting

Basic feedback on the second iteration

In the evening meeting, we gave some feedback on the second iteration. Team members reported on the various problems encountered in their tasks and proposed solutions to prevent recidivism. At the same time, we reassigned the tasks of the third iteration and arranged the time of the third meeting. Finally, we uploaded some of our results to the GitHub repository. Later, we will make a video of our 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 | Xiangyu | 6/12 | completed |
| 2 | 2 days later | Draw a wireframe | Zhoulei | 8/12 | uncompleted |
| 3 | today | Make a demo Video | Yuheng | 6/12 | uncompleted |
| 4 | 2 days later | Complete the second cycle of documentation | Yuheng | 8/12 | uncompleted |
| 5 | 3 days later | Assist with back-end development | Xiangyu | 9/12 | uncompleted |
| 6 | One day before | Prepare the second cycle of questionnaires | Xiangyu | 5/12 | completed |
| 7 | today | Outline the basic principles of UI design | Pangyu | 6/12 | uncompleted |
| 8 | 3 days before | Mainly responsible for back-end development | LeiZhou | 2/12 | completed |
| 9 | today | Prepare the scripts and assets for the video | Yuheng | 6/12 | completed |

**Date and Time of Next Meeting**

Date: 10/12/2022

Time: Undetermined

Location: Online Teams Meeting