

Minute of Team 202113

Basic Information			
Date	2021.10.18	Location	PMB
Time	19:00	Secretary	Haonan CHEN
Chairpesron	Yongjing QI		
Attendance			
Present Member	Haonan CHEN, Yifei SHAO, Yuke GAO, Yongjing QI, Zhihang ZHU		
Absent Member			
Content			
Theme	Detail		
Foreword	Before the meeting starts, we have submitted our bid and got project 08 with Matthew as our supervisor. We send an email to him and arrange our first formal meeting with him at 16:00 19 th Oct.		
Agenda	We discussed about the agenda for the formal meeting: Part 1(10 mins): <ul style="list-style-type: none">Set a regular meeting time for formal meeting(Hopefully a second formal meeting this week to check		

	<p>requirements)</p> <ul style="list-style-type: none">• Show our time shaft and ask for advice• Show our work distribution• List the possible techniques could be used and ask for advice• Requirements about the web building <p>Part 2(20 mins):</p> <p>Rough requirements gathering:</p> <ul style="list-style-type: none">• About mobile terminal(website/WeChat App/App)• About stake holders(supervisor, teachers & students or anyone else)• Which service should be included(Moodle, MyNottingham, booking system, Career, etc.)• Other requirements		
Website	We go through the website built by Y4 students and understand the basic requirements of the tea website. We decided to finish building website this weekend.		
Action points	Everyone: Complete the website this weekend.		
Next Meeting			
Date	TBD	Location	TBD

Time	TBD	Secretary	TBD
Chairpesron	TBD		