

## Minute of Team 202113

Basic Information			
Date	2021.10.19	Location	PMB449
Time	16:00	Secretary	Haonan CHEN
Chairpesron	Yongjing QI		
Attendance			
Present Member	Supervisor: Matthew Pike  Team member: Haonan CHEN, Yifei SHAO, Yongjing QI, Yuke GAO, Zhihang ZHU		
Absent Member			
Content			
Theme	Detail		
Foreword	<p>Before the meeting starts, our team have set an agenda for the meeting which is shown below:</p> <div><p><b>part one(10min):</b> general Information and arrangement introduction</p><p><b>part two(20min):</b> requirements gathering discussion</p><p><b>Part One: general Information and arrangement introduction</b></p><ol style="list-style-type: none"><li>1. formal regular meeting</li><li>2. time line</li><li>3. roles of the team, be on duty in turns as leader</li><li>4. our git repository, you can refer to it to see more Information<ol style="list-style-type: none"><li>1. <a href="https://github.com/GRPTeam202113/Unification-of-University-Information-Services">https://github.com/GRPTeam202113/Unification-of-University-Information-Services</a></li></ol></li><li>5. this weeks tasks<ol style="list-style-type: none"><li>1. learn web crawling</li><li>2. requirement gathering and prototyping</li><li>3. set up our website</li></ol></li></ol><p><b>Part Two: requirements gathering discussion</b></p><ol style="list-style-type: none"><li>1. for mobile devices(phone, pad) platform: WeChat small program ? an application ? a webpage ?</li><li>2. stake holder: teacher student, anyone else? admin needed?</li><li>3. the exact things to be unified<ol style="list-style-type: none"><li>1. moodle</li><li>2. mynottingham</li><li>3. booking system</li><li>4. career</li><li>5. nusearch</li><li>6. Timetabling,</li><li>7. Module Catalogue,</li><li>8. Reading Lists, etc ....?</li></ol></li><li>4. the final representation of the functionality ? a summary of link to the pages or what ?</li></ol></div>		

<p>Meeting (Decisions)</p>	<p>During the meeting, we go through the agenda and made some decisions with Matt.</p> <ul style="list-style-type: none"> <li>• Formal Regular Meeting: After discussion, we decided to arrange our formal meeting every Thursday from 11:00 - 11:30, and before every meeting starts, an agenda should be sent to Matt 24h in advance. The location will be PMB 449 or AI lab.</li> </ul> <p>We arrange another meeting at this Thursday to further discuss the requirements.</p> <ul style="list-style-type: none"> <li>• Team Leader: According to original plan, everyone takes turns to be the team leader, however, it is too long compared to that Matt expected, so the team leader should be decided as soon as possible.</li> <li>• Website: The website should be built this week.</li> </ul>
<p>Meeting (Requirements)</p>	<p>In today' s meeting, we spent a lot of time discussing about the requirements. We made some decision with Matt and some other points still need to be considered.</p> <ul style="list-style-type: none"> <li>• Stake holders: According to Matt, the stake holders should be UNNC students and staffs, while the clients/users could be UNNC students and staffs or anyone else.</li> </ul>

<p>After meeting</p>	<ul style="list-style-type: none"> <li>• Time: According to our original plan, the time we spent on requirements gathering is only 1 week, and according to Matt, requirement engineering takes a large part in semester 1, we should add more contingency in our time shaft to develop requirement cause even for Matt, the requirements are not fully established yet.</li> <li>• Platform: we need to develop websites both for mobile and pc platform (for now), WeChat mini program/App might be used later according to the requirements.</li> <li>• Example: During the meeting, Matt showed us an example, UNNC Module Catalog, which is a terrible system for him. Several current problems are module assessment rates are not added up to 100%, module convener no longer works in school, etc.</li> </ul> <p>Part function of a desired product from Matt no longer contains this kind of problems and will bring in several systems together. For example, when I search for a module, I notice the module convener I am not familiar with, I right click his name or photo, I will go to his/her profile page.</p> <p>After the meeting, we made a discussion, and made some</p>
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Action Points	<p>decisions:</p> <ul style="list-style-type: none"> <li>• Team Leader: We selected Yifei SHAO as our team leader.</li> <li>• Requirements: We made a small discussion, in the condition that we are stake holders, what requirements should be needed.</li> <li>• Website: Build website this weekend.</li> </ul> <p>Everyone: make a rough requirements document in the perspective of our team on Wednesday.</p> <p>Everyone: Make sure team website launched this weekend.</p> <p>(We made a decision to allocate these two work into different members, but haven' t allocated yet)</p>													
	<p><b>Next Meeting</b></p> <table> <tr> <td>Date</td><td><b>2021.10.20</b></td><td>Location</td><td><b>DB</b></td></tr> <tr> <td>Time</td><td><b>9:00</b></td><td>Secretary</td><td><b>Haonan CHEN</b></td></tr> <tr> <td>Chairpesron</td><td colspan="3"><b>Yifei SHAO</b></td></tr> </table>			Date	<b>2021.10.20</b>	Location	<b>DB</b>	Time	<b>9:00</b>	Secretary	<b>Haonan CHEN</b>	Chairpesron	<b>Yifei SHAO</b>	
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