

# Agenda For 1<sup>st</sup> Formal Meeting

## **Part One(10min):**

general Information and arrangement introduction **Part Owo(20min):**  
requirements gathering discussion

## **Part One: general Information and arrangement introduction**

1. formal regular meeting
2. time line
3. roles of the team, be on duty in turns as leader
4. our git repository, you can refer to it to see more Information  
<https://github.com/GRPTeam202113/Unification-of-University-InformationServices>
5. this week's tasks
  1. learn web crawling
  2. requirement gathering and prototyping
  3. set up our website : <http://cslinux.nottingham.edu.cn/~Team202113/Index.html>

## **Part Two: requirements gathering discussion**

1. for mobile devices(phone, pad) platform: WeChat small program ? an application ? a webpage ?
2. stake holder: teacher student, anyone else? admin needed?
3. the exact things to be unified
  1. moodle
  2. mynottingham
  3. career
  4. nusearch
  5. Timetabling,
  6. Module Catalogue,
  7. Reading Lists, etc ....?
4. the final representation of the functionality ? a summary of link to the pages or what ?

# Meeting Materials

**Hard-working Period:**

**18/10/2021 – 02/01/2021 (Week3 – Week13)**

Week3: Research on existing websites that perform similar functions. Research on the satisfaction and feedback from students and staffs about current provided systems. Discuss and identify the methods and techniques used for the project. Set up team website.

Week4-5: Upload group project site before 28th Oct. Write requirements, specification documentations for the project. Design prototype and UI page. Assign different parts of project to individuals.

Week6: Set up the develop/test/deploy environment. Get familiar with proposed techniques and frameworks.

Week7-13: Transfer the structure into codes. Observe, discuss and solve the implementation level problems in the beginning. Optimize the system structure and APIs. Write detailed test plans.

**Low-working Period:**

**03/01/2022 – 13/02/2022 (Week14 - Week19)**

Due to the Examine and Spring Festival

Week14-19: Self-study, self-review, coding and debugging

**Hard-working Period:**

**14/02/2022 – 10/04/2022 (Week20 – Week27)**

Week20-25: Complete software V1.0. Fully connect all the subsystems and do integral tests. Get feedback from users and upgrade the software.

Week26: Peer review codes. Final check the system. Finish and gather necessary documents for the final report.

Week27: Organize all the work and prepare for the Team Final Report and Presentation.

Week28-29: Open Day preparation and individual final report. |

## Roles

### ● Haonan CHEN

Secretary: record and note the meeting

Quality Assurance Leader: Lead tester, confirm requirements

### ● Yuke GAO

Web Building Manager: manage the project site, test the front-end pages

### ● Yongjing QI

Editor: ensure document structure, code standard structure, integration of contributions and creating templates

Repository Master: Managing the repository on GitHub

Team Leader(temporary): arbiter, contactor, overall planning and coordination. Team leader should be the chairperson who write the agenda in the meeting. Integrate weekly logs and upload.

### ● Yifei SHAO

UI designer: UI and prototype design

Open-Day Producer: main producer of our project in Open-Day

### ● Zhihang ZHU

Technical Lead: System architect, lead Programmer