

## Minute of Team 202113

Basic Information			
Date	2021.11.04	Location	AI lab
Time	11:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		
Attendance			
Present Member	Supervisor: Matthew Pike  Team members: Yifei SHAO, Haonan CHEN, Zhihang ZHU, Yongjing QI, Yuke GAO		
Absent Member			
Content			
Theme	Detail		
Time Management	At the beginning of the meeting, Matt mentioned the problem about the ethics fully checklist, and we should manage the time better to avoid this kind of problem.  We decide to leave at least 1 week, 2 weeks ideally for the work to be done. And we should focus on the Outlook and Ms teams cause the University runs these platforms. Besides, we decided to prepare the agenda and documents needed in the formal meeting in the Tuesday informal meeting, and Matt can have		

Prototype	<p>enough time to go through these documents.</p> <p>Matt goes through the prototype Yongjing created and gives some advice:</p> <ul style="list-style-type: none"><li>• In the prototype, we can access to a staff' s page through a module page, besides, we can add link between module convener page and module page (e.g. we click the module in the module convener' s page, it will go to the module page)</li><li>• We can tie typical function in the prototype to specific persona goal (create a table)</li><li>• We are worrying about if it is too long to show all the information, but matt says it is better to show all things instead of hide information.</li></ul>		
Plan for next week	<p>According to Matt, we can start to create the structure and discuss about the overflow of interview/survey.</p> <p>We plan to start staff/admin persona and prototype</p> <p>Everyone finish the assigned part of interim report before next informal meeting</p>		
Next Meeting			
Date	2021.11.04	Location	PMB

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Time	15:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		