

Meeting Record

Meeting Date: 2018.11.27

Meeting Members: Dave and all members in the CS group

Procedure

1. What are we going to do this week?
 - Finish the final interim report
 - Hold a meeting with the last GRP team to solve the software running problem
2. Requirements updating with Ms. Franco
 - **Adding developing WeChat Mini-program in the schedule**
3. Feedback on the interim report draft
 - a. Sending source file, and PDF
 - b. Section consistent (Capital Letters, etc.)
 - c. Chapter reordering (e.g. requirements should before design)
 - d. Proper words and names (e.g. "Team Inside", "Section 1.1, 1.2 Title")
 - e. Don't use "\newline" and "\newpage"
 - f. Citation recheck (e.g. inside the full stop)
 - g. Adding more reference and footnote in section 2.3.1
 - h. Explain more in App Purchase section
 - i. Explain more in UML part (How? Why?)
 - j. Adding Non-functional requirements (maybe more detailed than the last year team's)
 - k. Section "Key Implementation" adds more references
 - l. (Send a remainder to Dave to ask for the highlight file if he does not put it on Moodle)
 - m. (optional) meeting minutes in Appendix only include the formal ones