Formal Meeting 02

- Participants: Yifan Zhang, Fei Wang, Peng Xiao, Dawen Feng, Yitu Wang, Dave

- Time: 2018.10.23 14:30 - 15:00

- Meeting Recorder: Fei Wang (Fay)

- Notes:
  - Everyone's work last week
  - Interview
    - Sample Prepared questions
      - What is the interviewee's current work
      - How the interviewee want the app to help their work
      - Who are the major users (Chinese students?)
      - Are the requirements from last year changed? Other requirements involved?
      - Specify every requirement and new requirement
    - User Story
      - Stakeholders can make comments
    - 2 team members (5 is unnecessary)
    - Record the interview
      - Ask for permission
  - Teamwork
    - Teambition
    - Website (worth 2%)
      - Github
      - Build - Gabriel
        - Deadline: Friday 26 Oct.
      - Update - one person per month
  - Roles
    - Discuss in informal meeting
    - e.g. Everyone can take the role of Editor
  - More Ideas
    - Meeting Leader
      - e.g. Testing part will led by Quality Assurance Lead
  - Materials to prepare
    - Consider form
    - Information sheet
    - Email to stakeholders