Meeting Record

Meeting Date: 2018.11.27
Meeting Members: Franco, the CS group (Ted and Gabriel)

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