

MEETING NOTE GROUP 17

**DATE:**

Oct 12th, 2023

TIME:

7:00 PM

MEETING LOCATION:

Wechat Group Call

ATTENDEES

Jie Zhang, Zirui He,
Kaicheng Xu, Shuren Xu

NOTE TAKER:

Kaicheng Xu

PURPOSE OF THE MEETING

Discuss how to write the SRS document.

PREVIOUS MEETING FOLLOW-UP

Action items from the last meeting

Task 1 – Description

- Progress: finished

TOPICS

TIME ALLOTTED:	AGENDA TOPIC:	PRESENTER:
10 min	Main skeleton	Jie, Shuren

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create main skeleton	Jie Zhang	10/14
Skeleton about risks and issues	Shuren Xu	10/15

Decision: Jie, Shuren will create the skeleton. Continue task assignment.

TIME ALLOTTED:	AGENDA TOPIC:	PRESENTER:
20 min	What content should be added	Jie, Kaicheng, Zirui, Shuren

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add overview of the design	Kaicheng, Zirui	10/20
Add constraints, functional requirements, non-functional requirements	Jie, Kaicheng, Zirui, Shuren	10/19

Decision: We need detailed constraints, functional requirements, non-functional requirements and overview of the design with sample pictures. Continue to discuss what to write in those part.

TIME ALLOTTED:	AGENDA TOPIC:	PRESENTER:
30 min	What to write in the parts mentioned above	Jie, Kaicheng, Zirui, Shuren

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Content of overview of the design	Kaicheng, Zirui	10/20
Content of constraints, functional requirements, non-functional requirements	Jie, Kaicheng, Zirui, Shuren	10/19

Decision:

Zirui provides the hand-drawn sketch, and Kaicheng use online tools to make it look formal.

Everyone writes something about constraints and non-functional requirements. For functional requirements, we assign priority to the features, as shown in the SRS part 8.