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| **Meeting Minutes of Team 07** | |
| **Venue:** New Library **Project Room 04** | **Meeting date:** 2020/11/18 |
| **Start time:** 14:00 | **End time:** 17:00 |
| **Attendance:**   * Qicheng CHEN * Longwen HU * Sihan LU * Chunlong ZHENG * Zhuopu WANG * Yanbing LUO | |
| **Late:** None | **Absence:** None |
| **Business from the last meeting:**   * Sihan LU: Diagrams are finished * Chunlong ZHENG: Highlighted components required in the interim report | |
| **Content** | |
| **Item 1: Discussed and extract more TODOs from handbook** | |
| 1. Expanded descriptions of problem to be resolved (project description) **(Chunlong ZHENG)** 2. Background information and research    1. Background research **(Zhuopu WANG)**    2. Market analysis **(Chunlong ZHENG)** 3. Requirement analysis **(Sihan LU)**    1. Process    2. Requirement specification    3. Requirement validation 4. Design    1. UML **(Sihan LU)**    2. Prototypes **(Zhuopu WANG)**    3. Agile **(Longwen HU)**    4. Gitlab **(Longwen HU)** 5. Record of key decisions **(Yanbing LUO)**    1. Database    2. Django    3. Uni-app 6. Discussions of problems encountered    1. Technical **(Yanbing LUO)**    2. Interpersonal **(Qicheng CHEN)** 7. Time plan **(Longwen HU)** 8. Minutes **(Qicheng CHEN)**   **Unassigned:**   * Conclusion * Results of initial implementations steps/prototyping (optional) | |
| **Addition to the content:**   * The supervisor meeting was planned to begin at 14:00 but was postponed to 15:00 due to some issues. So, the group meeting was separated into 2 parts, first part was held in project room 04, 14:00, then it is the supervisor meeting at 15:00, then the second part was held in Lego Lab, 16:00. | |
| **Work allocation and deadline:** | |
| **Name** | **Work and deadline (including remarks)** |
| Chunlong ZHENG | TODO item 1, 2b (2020/11/23) |
| Zhuopu WANG | TODO item 2a, 4b (2020/11/23) |
| Sihan LU | TODO item 3, 4a (2020/11/23) |
| Longwen HU | TODO item 4c, 4d, 7 (2020/11/23) |
| Yanbing LUO | TODO item 5, 6a (2020/11/23) |
| Qicheng CHEN | TODO item 6b, 8 (2020/11/23) |
| **Next Meeting Time:** 2020/11/24, 14:00, Tue. | |
| **Minutes taker:** Qicheng CHEN | |