

2020-01-14

# WEEKLY MEETING PLAN

## 1. WARMING UP

Team members introduce themselves to others. As a team we need to know the basic information of our colleagues, especially the software skills like programming languages and software tools.

### Contents

- i. Self introduction: Personal background and software skills;
- ii. Information collection: Collect each member's student ID and email address.

## 2. PRODUCT

What type of product are we going to make? Everyone could share some ideas, which must be feasible according to the ability of the whole team. We have to figure out something as the main idea of the abstract been submitted on Wednesday.

## 3. JOB ASSIGNMENT

We also need to assign different jobs to each member according to their skills and personal willingness. (Suggestion: Each type of job is assigned to at least two members; Each member takes charge of at least two jobs)

Here are some main jobs need to be covered:

- i. Software developing: Software design, write product programs, version control and GitHub management;
- ii. Unit test and system test: Write test programs, test the product programs and the whole system;
- iii. Documents: System design (functional specification, system architecture, detailed design for each module), test specification, meeting minutes, group discussion log on WeChat.

## 4. COMMUNICATION ROUTINES

A weekly meeting should be held weekly, and the date should be discussed and passed by all team members. Members with same job roles could set up extra communication routines of their own.