

Minutes of the Third Client Meeting

Group 5

Wednesday 15th March 2023

Chair Shuxiao Peng

Secretary Liu chang

Members Kaini Chang
Wanxia Yang

Apologies None.

1 Time and Place

The *second* client meeting for the Software Engineering Group Project was held in **IW building, Room 4.62 at 10:00am on Wednesday 15 March 2023.**

2 Quorum Announcement

The Chairman announced that all quorum of group members had present, which including clients and development team members.

3 Summary of Previous Meeting

Student1 briefly recapped Monday's meeting which was largely focused on the upcoming group milestone and the remaining sections of the SRS that are yet to be completed.

4 Group Milestone

4.1 Overview

Shuxiao presented a quick overview of the milestone lists and pitch presentation structure, explaining how these things was.

4.2 Detailed Presentation

Shuxiao and Kaini went through the detailed pitch presentation structure, explaining components that the group has completed.

1. The third week need the development team work together to draft the pitch to our clients.
2. Kaini showed the skeleton of our presentation pitch and explain the brief ideas of each component.
3. Shuxiao presented what current pitch process of development team had achieved and what we going to until end of this week for pitch.
4. Liu chang illustrated the first software design architecture for Labman.
5. Wanxia Yang displayed the prototypes of interface design.

5 Individual process Reports

5.1 Shuxiao Peng

1. Prepare and chair the client meeting
2. Present the initial version “how” parts of pitch presentation
3. Collect feedback of presentation
4. Q&A with clients and course coordinator in discussion board
5. Learn full stack course online for database part

5.2 Kaini Chang

1. Become project manager
2. Finished study of JavaScript fundamental knowledge
3. Start to learn node.js and related-base database.
4. Help other team mates connect into our cloud database
5. Finished the “what” part of pitch presentation

5.3 Wanxia Yang

1. Become main UI&UX designer
2. Finished the “conclusion” part of pitch presentation
3. Plan and start to learn React and bootstrap frame
4. Research to decide the Front-end framework

5.4 Chang Liu

1. Become main full stack technical expert in team
2. Finished the “why” part of pitch presentation
3. Guide and present the detail installation and learning method of Java script
4. Learn the react and node.js to help implementation of UI design.

6 Project Administration

Shuxiao suggested managerial tools and project administration requirements:

1. Use Git management tools and put-up ticket.
2. Set up documentation rules.
3. Explain the Git using guide and Git structure for development team.

7 Plan to do

- 7.1 Collect pitch PPT slide feedback from clients and unit team
- 7.2 Finish first rehearse and record the video
- 7.3 Ask client's feedback of database structure
- 7.4 Finish first draft of whole system design

8 Adjournment

The next meeting is planned to hold in **IW building, Room 4.62** at **11:00am on Friday 25th March 2023**.

The current meeting closed at 12:30pm.