

Minutes of the First Client Meeting

Group 5

Wednesday 1st March 2023

Chair Kaini Chang

Secretary Wanxia Yang

Members Chang Liu
Shuxiao Peng

Apologies None.

1 Time and Place

The *first* client meeting for the Labman Equipment Management System Group Project was held in IW Building, Floor 4 at **10 am on Wednesday 1 March 2023**.

2 Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3 Summary of Previous Meeting

None

4 Topics of the Meeting

4.1 Checking The Requirements Of Labman

NO	Question	Answer
1	How to verify a coordinator:	Lab managers add coordinator records/accounts, emails as account ID. first login need to verify Uni email and set password
2	Does the project need the function of importing data?	Yes. Data includes student email, device type(device ID), device available amount, longest duration; devices start date, devices end date.
3	How to show the availability of equipment	Display "current", "in a day", "in 3 days", "in a week", and Students waiting queue.
4	Do we need QR code for login?	yes
5	In which step do we generate borrowed and returned records?	In step 5 generate request in waiting queue, step 9. generate borrow record, including student, device type, time, optional device ID. Returning records should be generated related to borrowing records.
6	Do equipment have physical numbers?	Some have, some not
7	Do we have to develop a mobile application for Labman	Optional but not recommended
8	Do we have to deploy a server?	No
9	What shall we do if a student returns equipment that has no borrowed record?	Allow manual intervention when exceptions happen
10	Do we need to develop labman CV	No
11	Testing of the system	Need to know the limit of the system, and deal with busy request(i.e. Popping an alert telling students to wait)
12	Do students need appointment before returning equipment	No
13	Can users modify equipment return date	Yes

14	Settings of the rights of students:	Allows group management(i.e. A group of students share the right of borrowing some equipment); Allows setting maximum number of equipment some student can borrow.
15	Equipment management	Allows both group management and certain specific equipment management
16	Which kind of method of sending notification is preferred? E-mail or in-application notice?	Allow coordinator to set notification for students(via email or via app, time of sending notification)
17	What should we see in student page	Access and right to borrow equipment, status of equipment, etc
18	What if problems happened with student-end	Requests can be sent and received via mailing lab manager. Lab manager records them into the system from emails.

4.2 Tasks to be done in the next few days

tasks	person
1. Upload code standards	Chang Liu
2. Set up backend frame	Chang Liu
3. Finding front end framework	All
4. Milestone planning	Kaini Chang
5. Study javascript, JSON, github, git, MongoDB, express	All
6. Documentation	Wanxia Yang

