• **Date:** 2025-04-09

Time: 03:30-04:00 PMLocation/Platform: Zoom

Attendees:

- Sangmoon Han
- Soyeon Park
- Yu-Tse Ling (Zona)
- Man-Hua Chu (Kate)
- Po-Yun Hsiao (Harold)
- o Dr. Shazia Naser-ud-Din

· Agenda:

- i. **Prototype Demo**: Presentation of the current prototype to showcase its features.
- ii. Requirements Clarification: Clarify client requirements for the project, such as functionality and design.
- iii. Questions: Address client-specific questions and our concerns regarding the backend and data storage.

• Discussion Points & Notes:

i. Review of the prototype:

- Layout: Client prefers a simple and clean layout, avoiding overly colorful designs.
- Tabs Design: Client loves the tab design for navigation.
- Navigation: Easy access to the homepage is important.
- The client suggests an dashboard design for the analytics section, allowing charts and numbers displayed for admin users only.
- Due to time constraints, our team decided that creating a dashboard would be out of scope and suggested the client assign it to future groups.

ii. Content Accessibility:

- Client wants the content to be as accessible as possible.
- Sign-in functionality is only used to track user behavior, not to restrict access.

iii. Budget:

- No budget available currently.
- Client may ask the university for a budget but is unsure if they will approve. In that case, we may need to write the proposal using technical language to explain the benefits to the university.
- Suggestion: The university may offer services like OneDrive or Canvas for hosting content, which would be more cost-effective.
- Due to security concerns, OneDrive from the university will not be able to support analytics feature.

iv. Content Management:

- The client wants the ability to add and manage content without relying on IT support, but this may be out of the scope.
- Currently, videos are all on Canvas and can be shared via link, embedded video code, or download.

v. Chapter Information:

The textbook isn't completed yet and the client will provide new chapters to add through email.

Action Items:

- Request video, and additional chapter files Assigned to: Harold Due by: 23/04
- Research code and API tools to improve functionality Assigned to: everyone Due by: 16/04
- Start developing user stories allocated to sprint 2 Assigned to: everyone Due by: 02/05
- Search methods for analytics on videos and e-books (sprint 3) Assigned to: everyone Due by: 30/05

• Next Meeting: 23/04 03:30 PM - 04:00 PM