Meeting Minutes By Yu

Date: [2023.6.15]

Attendees: [All 5]

Agenda

1. Submission of forms to Dyla.
2. Inquiry with Joel regarding the questionnaire.
3. Assistance request for distribution.
4. Review of missing elements in use case.
5. Discussion about hosting services with Joel.
6. Decision-making on data fitting.
7. Discussion regarding project and software names.
8. Optimization of computer interface.
9. Decision on login system.
10. Inquiry regarding vacations and meeting schedules.
11. Assigning action items.

Meeting Notes

Item 1: Forms Submission

- All attendees are required to submit their forms to Dyla tonight.

Item 2: Questionnaire Inquiry

- Dyla will reach out to Joel tomorrow to inquire if there are any required changes to the questionnaire.

Item 3: Assistance for Distribution

- Dyla will ask Joel tomorrow if he can assist with distributing the questionnaire.

Item 4: Use Case Review

- Missing roles in use case: Unit Director and Director.
- "Due Alert" update: Users can freely edit, cancel, and view.

Item 5: Hosting Services

- Tomorrow, discuss with Joel regarding hosting services. It is noted that Joel may have his own license which might allow free usage.

Item 6: Data Fitting

- The team is inclined to fit the data themselves. Details will be worked out later.

Item 7: Naming

- Tomorrow, inquire about project and software names. If a suitable name isn't decided upon immediately, feedback will be provided later.
- Dyla will ask about the project name and software name.

Item 8: Computer Interface

- Tianyu will optimize the computer interface by Thursday and present it in the next meeting.

Item 9: Login System

- Preference is given to using the school's interface, as it is anticipated that it might be needed in the future.

Item 10: Vacations and Meetings

- Tomorrow, inquire about any holidays in July and August.
- Ask about Joel's preference for meeting frequency.

Action Items

1. All attendees are to submit signed forms to Dyla today.
2. Cedric to research Single Sign-On, possible coordination with IT service.
3. Anyone can volunteer to form a small group for mutual progress assessment and for facilitating each other's evaluations.

Next Meeting

Date: [2023.6.19]