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| Meeting minutes | | | | |
| Date | 13 Jan. 2021 | Time | 19:00 | |
| Place | Online | Recorder | Haonan CHEN | |
| Type of meeting | Informal Meeting | | | |
| Attendance | Hudie Liu, Yiyang Li, Haonan Chen, Rongjiang Yang, Xiaotian Xia | | | |
| Absent（reason） |  | | | |
| Late（reason） |  | | | |
| Meeting Agenda | | | | |
| 1. Check the work states of the past week.(One by one introduction)  2. The team management introduction  3. The next stage and future work  4. Tomorrow formal meeting presentation  5. Previous documentation modified. | | | | |
| Meeting minutes | | | | |
| Project Management:  1. Gitlab Use: branch when start a new module; milestone: named by the modules and stages.  2. Work dialog: everyone needs to write the work dialog during the development. Record the work content, the problems that faced during the work.  3. Modified the parts of interim report (according to the feedback), preparing the final year report. (Change the time plan, requirement specification, background information and literature review)  4. Improve the software application: more comments, more details of the App with careful design. Easy to use and contains all the functions.  5. More communications online. “Wechat group”, gitlab issues, and one-to-one communications.  6. TDD: Function test, integrated by modules. Write the test plan/cases first, then develop and pass them. | | | | |
| To do Items | | | | |
| Task | | | | deadline |
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