Informal Meeting:

1st Meeting Record 10.15

1. WORK DIVISION:
   Database - Fang, Zheng, Liswaniso
   Website (project site up and running) - Zheng, Xing
   Analytic System - Zheng ,Xing, Wang
   UI Design - Fang, Wang, Liswaniso
   Meeting Minutes - Fang
   Report - all

2. PROJECT IDEA:
   Build Database ---> Analyze it

3. AGENDA OF FIRST FORMAL MEETING:
   Confirm prototype;
   Confirm existing data & design and implementation of database;
   Which module for data analysis;
   Advices of python learning;
   ……more

4. TO-DO LIST:
   Email - Book the meeting with supervisor;
   Email - Confirm the content of project site up and running (2%)

2nd Meeting Record 10.22

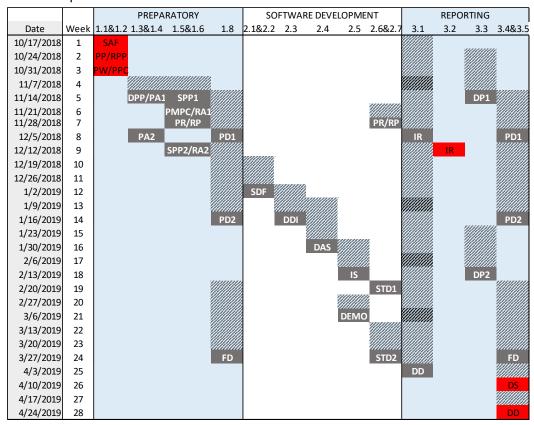1. Work division of project proposal

Formal Meeting:

1st Formal Meeting 10.19

1. Introduction of project
2. Project proposal

2nd Formal Meeting 10.24

1. Revise project proposal
2. Project charter
3. Project website

4. Poster for pre

Date	Week	1.1&1.2	1.3&1.4	1.5&1.6	1.8	2.1&2.2	2.3	2.4	2.5	2.6&2.7	3.1	3.2	3.3	3.4&3.5
		PREPARATORY				SOFTWARE DEVELOPMENT					REPORTING			
10/17/2018	1	SAF												
10/24/2018	2	PP/RPP												
10/31/2018	3	PW/PPC												
11/7/2018	4													
11/14/2018	5		DPP/PA1	SPP1									DP1	
11/21/2018	6			PMCP/RA1										
11/28/2018	7			PR/RP						PR/RP				
12/5/2018	8		PA2		PD1						IR			PD1
12/12/2018	9			SPP2/RA2								IR		
12/19/2018	10													
12/26/2018	11													
1/2/2019	12					SDF								
1/9/2019	13													
1/16/2019	14				PD2	DDI								PD2
1/23/2019	15													
1/30/2019	16						DAS							
2/6/2019	17													
2/13/2019	18							IS					DP2	
2/20/2019	19									STD1				
2/27/2019	20								DEMO					
3/6/2019	21													
3/13/2019	22													
3/20/2019	23													
3/27/2019	24				FD					STD2				FD
4/3/2019	25										DD			
4/10/2019	26													DS
4/17/2019	27													
4/24/2019	28													DD

ADMINISTRATIVE DELIVERABLES

10/19/2018	SAF	Supervisor agreement form
10/22/2018	PP	Project proposal
10/24/2018	RPP	Revised project proposal
10/26/2018	PPC	Prepare project charter
10/31/2018	PW	Project website
12/13/2018	IR	Interim report submission
4/11/2019	DS	Dissertation submission
4/24/2019	DD	Demonstration day

INTERIM DELIVERABLES

DP1/2	Dissertation plan and schedule
PD1/2	Preliminary draft (structure)
FD	First draft
PMCP	Process monitoring and control plan
RA	Risk analysis
PA	Project assumption
DPP	Develop project plan
SPP	Software project plan
SDF	Standardized data format
DDI	Database design and implementation
DAS	Data analytics software
IS	Integrate system
STD	Software test and development
DEMO	Demonstration
PR	Prototype
RT	Rapid test