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Meeting Notes

Front-end Meeting Notes on 28th March -

1. **Prototype Review**
    a. Homepage/project list:
        i. need an import button on the left toolbar.
        ii. The Pull-down button moves to the outside.
        iii. Search bar.
        iv. Delete button.
    b. Project homepage(Overview): good
    c. Product quality:
        i. Waiting for more information from Understand.
        ii. The Colour needs to be changed.
    d. Process quality:
    e. Communication:
    f. Individual: good:
    g. Configure: good:
2. **Prototype Shared**
    a. able to look and interact

Meeting Notes for 1st, April(Workshop Stand-up Meeting)

Agenda

- Review the documents
- Feedback on sprint 0
- Client meeting content ensurance

Attendance

- Boyang Sun
- Sai Zhang
- Ruofan Zhang
- Yuhang Xie
- Jingyu Li
- Pin Wang
- Sarah Sultan
- Chongjing Zhang
- Haoyu Qin
- Zixin Ye
- Fengrui Zhang
- Zisheng Cheng

To dos

- Testing: Follow some security instructions to meet the security test Haoyu Qin
- Data Sample: JSON formate in an API level for each API Yuhang Xie
- Expected Functionalities and newest prototypes following up Zixin Ye and Sai Zhang
- Confirm everything which should be completed in sprint 1 in next workshop. Sai Zhang
- Follow up detail instructions things Pin Wang Jinzhe Shan
- Completed Sprint 0 documentation (team member's modification record) Sarah Sultan A AL YAHYA
- Add one more column to show the risk was found in which sprint Jingdan Cui

Meeting Notes for 6th, April

Agenda

- Identify every task and allocate them for sprint 1
- Check last to-do list: Meeting Notes for 1st, April(Workshop Stand-up Meeting)

Meeting Notes for 23rd March

Self-intro

Project Owner and Teamleader

Zhang Sai - Project Owner

Ruofan Zhang - Frontend Team Leader

Boyang Sun - Backend Team Leader

Future Steps

1. When2Meet Again to a weekly meeting
    a. Immediately
2. Task Assign (Ask Tutor about our currently Assignment)
    a. 25th Workshop
3. Prototype**(DDL 29th, March)**
    a. Sai Zhang
    b. Yuhang Xie
    c. Jingyu Li
4. Inception Checklist**(DDL 28th, March)**
    a. Repository in Github
        i. Boyang Sun(B) - done;URL:https://github.com/pete965/COMP90082_Software_Project_Database_Backend
        ii. Ruofan Zhang(F)
    b. Confluence and Trello Documentation
        i. Zixin Ye(F)
        ii. Zhang Fengrui(F)
        iii. Yuhang Xie(F)
        iv. Boyang Sun(B)
        v. Jinzhe Shan(B)
        vi. Haoyu Qin(B)
        vii. Jingdan Cui (B)
    c. Architectural Design
        i. Back-End
            i. Fu Xie
            ii. Boyang Sun
5. Instructions for deploying front-end and back-end project(**DDL 2nd, April**)
    a. Back-end: Pin Wang&Zisheng Cheng - done; see README in git
    b. Front-end: Ruofan Zhang

Meeting Notes for 28th, March

Agenda

1. Review the confluence documentation - done
2. Decide the content which should be added or edited - todo
    a. todo - allocate the roles in next weekly meeting: Roles and responsibilities
3. Further workload allocation
    a. Documentation - Allocation via Slack to other teammates
    b. Inception OutcomeInception Outcome
    c. Trello
4. Check last meeting's todos: Meeting Notes for 23rd March
5. Others
    a. Task CHECKLIST content - Jingdan Cui
    b. WhenToMeet time zone issue - Boyang Sun
    c. Next sprint task allocation - next Weekly Meeting - Boyang Sun

Meeting Notes for 30th, March

Agenda

1. Allocate the roles in the next weekly meeting: Roles and responsibilities
2. Next sprint task allocation
    a. Front-end -
3. Inception Outcome Preparation: Materials and Workload Allocation
4. Trello management to keep track of moving tasks - Team Leaders Take charge of it
5. Sync the prototype and back-end architecture

Attendance

- Boyang Sun
- Sai Zhang
- Ruofan Zhang
- Yuhang Xie
- Jingyu Li
- Pin Wang
- Sarah Sultan
- Chongjing Zhang
- Haoyu Qin
- Zixin Ye
- Fengrui Zhang
- Zisheng Cheng

To dos

- Jingdan Cui
    - ceremonys
    - roles
- Boyang Sun
    - Meeting part of the document
- Sarah Sultan A AL YAHYA
    - Clarify the inception outcome submission