Meeting Agenda – Client meeting

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| Meeting Information | | | |
| Objective: | Report the weekly progress | | |
| Date: | 02/18/2020 | Location: | Amstrong |
| Time: | 15:00 ~ 15:30 | Meeting Type: | Client Meeting |
| Call-In Number: | 09 | Call-In Code: | A09 |
| Attendees: | Yixin Li, Yi Yang, Wenkai Cao, Yangkai Zhang, Meng Qu(Client) | | |

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| **ACTION ITEMS FROM PREVIOUS MEETING** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | N/A |  |  |
| 2 | N/A |  |  |
| **AGENDA ITEMS** | | **PRESENTER** | **TIME ALLOTTED** |
| 1 | Asking question about whether a mutable map system is needed for the milestone (i.e. automatically change the position of shelves and tables when needed, or esaily deploy an update by the maintainer). | All membersi | 10 mins |
| 2 | Share ideas of UX (user experience) | All members | 10 mins |
| 3 | Asking questions about the libarary searching API | All members | 5 mins |
| 4 | Asking requirement for book shelf | All members | 5 mins |

MINUTES: 30 Minutes

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| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Finish the search and item display function on application | Yangkai Zhang | 3/3/20 |
| 2 | Refine the map data (more accurate to shelves) | Wenkai Cao | 24/2/20 |
| 3 | Connect libaray’s one search to the app | Yi Yang | 2/3/20 |
| 4 | Optimize algorithm with sample data | Yixin Li | 23/2/20 |

**OTHER NOTES OR INFORMATION**

Meeting MINUTES:

During this meeting, we have asked lots of question about requirements details. First, our client does not sure the CMX (locating system) is whether accurate and also response time for the systm is unknown. Therefore, we do not consider to add tracking system until the client provides further information. Sceond, we double checked our goals for book finding function, the application should be able to locate the exact shelf which store the targe book. Last but not least, we asked the client to offer the libaray’s API in order to search the items that avaliable to the app user. Overall, the application construction is going well as expected.