

Minutes of the First Client Meeting

Terrific Group 19

Wednesday 9th March 2022

Chair	Han Jing
Secretary	Mingen Xiao
Members	Zhaotong Cui Yufeng Jiang
Apologies	None.

1 Time and Place

The first client meeting for the Master of Computing & Innovation Group

Project was held in **Zoom** remotely, at **5pm on Wednesday 9 March 2022**.

2 Quorum Announcement

The Chairman announced that a quorum of the group was present and that the meeting, having been duly convened, was ready to proceed with its business.

3 Summary of Previous Meeting

None as it is the first client meeting.

4 Group Milestone

4.1 Overview

Jing Han presented a brief introduction of the group and a quick overview of the objectives of the group for the project.

4.2 Detailed Presentation

Since the client provided the team two project topics to choose, Mingen Xiao, Yufeng Jiang and Zhaotong Cui mainly focus on asking questions about the technical details of different projects, including the fundamental functions that the projects need to achieve and the appropriate technology stacks for software development.

- The first week was mostly lost to the late scheduling of selecting project topics, so by the end of the first week, only a brief meeting with self-introduction between group

members had occurred.

- In the second week the team had a brief role allocation and started focusing on technique research. The first client meeting was held which mainly introduce the details of the project and discuss about the expectations of every step of the project.
- Upon to what the team had known for the project details so far, the client showed the key point 'data lineage' for the preferred project, which is a enterprise system with lots of data, objects and tables storing in the database. The challenge is to achieve visualisation and generate links between objects. The aim is to build a web application which can load the script of the sequence of database, that could be from 100-200 script into 2. The function is to analyse the links between the tables in the database. SQL lineage could be the crucial skills for the software.
- Throughout the course of the entire project so far, all team members have a general frame of how to start the projects and make the final decision of the project topic so that the team can further going with the technique research and start learning corresponding skills. The team also had well prepared agenda in the general group meeting before the first client meeting and collect important questions that needed to ask for the client to make a clear project plan.

5 Individual Milestone Reports

5.1 Mingen Xiao

- Participated in the first week and the second week activities.
- Attended all meetings, including one client and two team meetings plus all additional ad hoc meetings.
- Secretary throughout the first and the second week, take notes of what the client says in a number of occasions and complete the meeting minutes for the second week.
- Participated in the first client meeting, helping with requirements gathering.
- Came up with some questions to ask the clients in the meetings.
- Took an active role in the making decision of the project topic.

- Create and manage the group chat in Slack to communicate with the client

5.2 Zhaotong Cui

- Attended all meeting and activites, including one client and two team meetings plus all additional ad hoc meetings in first and second week.
- Took an active role in to coordinate the division of labor among group members.
- Found and learned something that helps to communicate and use development tools between team members, such as discord and jira and git.
- Before attending the first customer meeting, a lot of questions and needs were collected.
- Learned the usage of Python and the concept of understanding data kinship.

5.3 Yufeng Jiang

- Attended all meetings, including one client and two team meetings plus all additional ad hoc meetings.

- Participated in the first client meeting, helping with requirements gathering.
- Asked the clients some questions in the meetings to clarify the project.
- Took an active role in the making decision of the project topic by applying relevant tools the topic required.
- Join the group chat in Slack to communicate with the client.

5.4 Jing Han

- Attended all meeting and participated all activities, including one client and two team meetings plus all additional ad hoc meetings in first and second week.
- To be the chair throughout the first and the second week, organize group members to discuss the content of the meeting, preparing questions about project (including technique questions and paper work).
- Took an active role in to coordinate the division of labor among group members.
- Determine the content of the meeting and inform the client and the participants of the meeting process, namely the agenda, showing what should be prepared in the meeting to the participants.
- Let all the participants make a roll in the two weeks.
- Join the group chat in Slack to communicate with the client.
- Learn about javaWeb and make some practise.

6 Project Administration

As suggested by the lecturer and to clearly indicate the latest documents throughout the scrums, all the uploaded files will be named as with the date instead of just number them.

Mingen Xiao and Zhaotong Cui also suggested a number of project administration requirements:

- Take a note for the draft files while putting in the master branch and delete useless and wrong files on time.
- Communicate with client through the Slack for general enquires.
- Update the latest version after putting new work on the GitHub.

7 Requirements Elicitation

Create a software application that can visualise input data as it flows from data sources to consumption by using data-lineage.

7.1 User Requirements

- As a user, I want to see the logic of how my data flows from data sources to consumption.

7.2 System Requirements

High Priority:

- Run a data-lineage software that shows visualizing data flows.

7.3 Browser Support

- Google Chrome
- Mozilla Firefox 3.0+
- Microsoft Internet Explorer 6.0+

7.4 Communication

- Zoom meeting onshore

7.5 Tasks

- Confirm the topic of the project and its objectives.
- Doing research for data-lineage.
- Project topic analysis.

7.6 Lists of Tasks to do

Done:

- None.

In Progress:

- Briefly understand the skills that the team need to get familiar with to complete the project.
- Doing research of data lineage.
- Learn fundamental skills of python.

7.7 Glossary

Data-Lineage:

- Data Lineage

7.8 Non-functional

None.

7.9 Interface

None.

8 Adjournment

The next meeting is a group meeting and will be held in **Zoom** remotely at **3pm on Wednesday 16 March 2022.**

The meeting closed at 6pm.

