Minutes of the Third Client Meeting

Terrific Group 19

Thursday 24th March 2022

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

1 Time and Place

The third client meeting for the Master of Computing & Innovation Group
Project was held in **Zoom** remotely, at **6pm on Thursday 24th 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

Zhaotong Cui briefly recapped last week's meeting which was largely focused
on the decision of the topic and technical details of the project.

4 Group Milestone

4.1 Overview

All the team members made a brief presentation for the pitch presentation in turn and discuss
the requirement of the project with the client.

4.2 Detailed Presentation

Zhaotong Cui firstly presented the introduction and topic definition part, then Yufeng Jiang
presented about what does the project use for, then Mingen Xiao presented about why our
project is important, finally Jing Han presented about self-evaluation part. After the
presentation is over, the client gave us some suggestions about the presentation.

- The first week was mostly lost to the late scheduling of selecting project topics, so

    bythe 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.

- In the third week, upon to what the team had known for the project details so far, the client showedthe 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 from100-200 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.

- In the fourth week, the team found the project has more potential details to be discussed. Each member had new questions. The team had well prepared agenda in the general group meeting before the second client meeting and collect important questions that needed to ask for the client to make a clear project plan.

- The client meeting in this week mainly talked about the details of the project and discuss about the expectations of every step of the project.

- The client demonstrated the basic functionality of the project. This project is a visual website. Users input data and use the underlying tools of the website to obtain the relationship between related data, and display it in visual graphics, allowing customers to intuitively see the relationship between stock data. The challenges faced by this project are as follows:

  1. Medium data scale, hundreds of orders of magnitude.

  2. Using a given analysis tool, how to create interfaces.

  3. How the tool recognizes multiple logical relationships between the input data and correctly outputs the visualization.

4. Create a classification query function on the website, and each type of data can be output and compared through the same name.

- In order to overcome the difficulties in the project, the team should learn SQL basic syntax, T-SQL, subqueries SQL and SQL joins. Besides, learn how to use the given tool or use another ready-made mature tool.

- Throughout the course of the entire project so far, all team members are going with the technique research and start learning corresponding skills.

- In this week's presentation, the problem that the team firstly discussed was the complex data flow and too much data, so searching data is time-consuming. Database user needs a tool to help them to search meaningful information, track data flow, create a map of data flow. Need to get insight of the database or data information. Generate data map, dictionary of the data.

- Then comes to solution:
  1. Parsing- transform data into useful structure.
  2. Storing useful data/information in a database and visualize it through data map and data dictionary.

5 Individual Milestone Reports

5.1 Mingen Xiao

- Participated in everything needed in the fourth week activities.
- Attended all meetings, including one client and three team meetings helping with requirements gathering, and all additional ad hoc meetings.
- Participated in everything needed in the fourth week activities.
- Contribute on making draft for every part of the pitch contents.
- Make multiple editions of the slides.
- Contribute on project pitch presentation allocation.
- Doing further research for data lineage, including its functions, features and applications.
- Allocating project pitch presentation to fix the criteria.
- Discuss deeply questions related to the project with the client.

5.2 Zhaotong Cui

- Participate in all meetings with the team and clients.
- Design, layout and organize Pitch presentation PPT content.

- Participate in the preparation of PPT draft.
- Learning about knowledge about data lineage including：
    1. Data mapping
    2. Data direction
- Communicate actively with clients to obtain more project related information.

5.3 Yufeng Jiang

- Attended all meetings, including one client and two team meetings plus all additional ad hoc meetings.
- Made slides for the pitch presentation.
- Asked the clients some suggestions about the presentation and the project.
- Learned knowledge about data lineage, data mapping and data dictionary.
- Took an active role in to coordinate the division of labor among group members.
- Be the secretary of this week's meeting and complete the minute.

5.4 Jing Han

- Attended all meetings, including one client and three team meetings helping with requirements gathering, and all additional ad hoc meetings.
- Participated in all the activities in the fourth week.
- Contribute on project pitch presentation.
- Doing further research for data lineage & python.
- Help to record the client meeting content and requirements.
- Contribute on project presentation slides, modify slides logic and content.

6 Project Administration

Mingen Xiao suggested a number of project administration requirements and task allocation:

Front-end:

Activity	Team member	Planned due date
Create the individual basic website of the software and choose the more appropriate one.	Yufeng Jiang, Zhaotong Cui, Mingen Xiao, Jing Han	26th March 2022

- Fix GitHub structure
- Commit code to GitHub
- Communicate with the client in Slack

7 Requirements Elicitation

Create the fundamental structure for the software.

7.1 User Requirements

- As a user, I want to view an image showing the processes of my input data flowing from sources to destination so that I can understand the logic.

- As a user, my files are usually including 100-200 scripts with the csv format.

7.2 System Requirements

High Priority:

- Create a website for the software.

- Create a database with mid-size payload to store the data.

- Create a dataflow map to show visualizing dataflows.

Low Priority:

- Optimize the layout of the webpage.

- Upgrade the payload size of the software.

7.3 Browser Support

- Google Chrome

- Mozilla Firefox 3.0+

- Microsoft Internet Explorer 6.0+

7.4 Communication

- Face-to-face meeting

- Zoom meeting onshore

- Text in Slack

7.5 Tasks

- Every team member creates a webpage for the software and choose the most appropriate one for the project after discussion and modification.

- Zhaotong Cui designs a dataflow map to show the dataflow.

- Yufeng Jiang creates a form as the object of the database by applying MySQL.

- Mingen Xiao builds the environment to load input files and extract information from them and then store the information for downstream tasks.

- Jing Han optimises the code to read the input file.

7.6 Lists of Tasks to do

Done:

- 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.

- Have a brief understanding of SQL and start using it.

In Progress:

- Understand the details in the requirement document provided by the client.

- Doing research of csv format.

- Design a form as the object of the database by applying mySQL.

- Front-end developers create webpage with basic framework.

- Extract the subqueries and the name of the subqueries.

- Extract the comments in every query.

7.7 Glossary

Data-Lineage:

- Data Lineage

- Dataflow maps

- Meta-data

- Data extraction

- Data mining

- Data parsing

- Data catalog

- The extraction of case and join

Python:

- Tuple

SQL:

- Subquery

- Join clause

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 **6pm on Thursday 31 March 2022**.
The meeting closed at 7:00pm.