

Minutes of the Second Client Meeting

Terrific Group 19

Tuesday 15th March 2022

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

1 Time and Place

The second client meeting for the Master of Computing & Innovation Group Project was held in **Zoom** remotely, at **5pm on Tuesday 15th 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

Yufeng Jiang briefly recapped last week's meeting which was largely focused on the decision of the selection of the two project topics and the remaining sections of the project that are yet to be completed.

4 Group Milestone

4.1 Overview

Yufeng Jiang presented a brief introduction to the project and mention the main purpose this week. Since Yufeng Jiang was on his way to Australia, he discussed the questions with the other group members before the meeting.

4.2 Detailed Presentation

Since the client provided the team two project topics to choose, the team members first mentioned the second topic is to be chose. Then Mingan Xiao, Zhaotong Cui and Jing Han mainly focus on asking questions about the technical details of the project, including the fundamental functions that the projects need to achieve and the usage of the tool which the client required to use.

- 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.

- In the third week, 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 an 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.
- This 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.

5 Individual Milestone Reports

5.1 Mingen Xiao

- Participated in everything needed in the third week activities.
- Attended all meetings, including one client and three team meetings helping with requirements gathering, and all additional ad hoc meetings.
- Get familiar with the technologies used for the project, including Postgres, Docker, SQL and T-SQL.
- Set up the programming environment required by the project.
- Make a draft of all the contents that may need for the pitch slides.
- Make a draft of all the contents that may need for the pitch presentation.
- Presentation practicing.
- Further known about data lineage and try to understand how it was used in the examples.
- Discuss deeply questions related to the project with the client.

5.2 Zhaotong Cui

- Organized and attend all meetings and events in week 3.
- Participated in the completion of the presentation pitch draft.
- Responsible for the design of the presentation PPT.
- Actively organized and established communication between group members and teachers.

- Completed the learning tasks assigned last week by the client, including:
 - Learned basic sql syntax
 - Configured and installed sql server
 - Learned T-SQL syntax
 - Learned join usage
 - Learned subqueries and inner and outer join queries

5.3 Yufeng Jiang

- Attended meetings and actively participated in group activities.
- Completed the agenda for this week.
- Be familiar with the relevant technologies required by the project, including Postgres, Docker, SQL and T-SQL.
- Set up the programming environment required by the project.
- Prepared for the pitch presentation.
- Learned extra knowledge such as data lineage, Jenkins and web technology for the project.
- Learned extra technologies about the project communication and administration such as Jira.

5.4 Jing Han

- Attended all meetings, including one client and three team meetings helping with requirements gathering, and all additional ad hoc meetings.
- To be the secretary throughout the third 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.
- Join the group chat in Discord to discuss about the new ideas.
- Set up the programming environment required by the project.
- Learn about SQL.

6 Project Administration

All the team member should download and install the tools that may use for the project.

Jing Han did all the recordings and drafts in the meeting and post it to WeChat. Zhaotong Cui suggested all the members join in the discord and post all the documents on it to help sharing ideas. Mingen Xiao declared all the members should show what he did in each week in order to follow the time schedule.

After group discussion, unanimous decision: change the personal meeting of the project team to regular discord discussions. The communication between the whole team and the client will be carried out in Slack, and representatives will be selected to put forward summaries and questions to improve communication efficiency.

- Fix GitHub structure.
- Commit code to GitHub.

- Communicate with the client in Slack.

7 Requirements Elicitation

Asked the lecturer for clarification about the specifically technology to be used in the project and explain the function of the given tool.

7.1 User Requirements

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

7.2 System Requirements

High Priority:

- Deploy python environment.
- Deploy sql environment.

7.3 Browser Support

- Google Chrome

7.4 Communication

- Zoom meeting onshore
- Text in Slack

7.5 Tasks

- Establish the activity for every team member.
- Plan for the to-do tasks for the following week.
- Confirm the function of the project website and technology details.
- Doing research to design the framework of the database.
- Learn how data lineage works by code from the open sources.
- Start learning SQL basic syntax, T-SQL, subqueries SQL and SQL joins.

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.

In Progress:

- Learn fundamental skills of python.
- Have a brief understanding of SQL and start using it.

7.7 Glossary

Data-Lineage:

- Data Lineage

- Dataflow maps
- Meta-data

7.8 Non-functional

None.

7.9 Interface

None.

8 Adjournment

The next meeting is a group meeting and will be held in **Zoom** at **6pm on Thursday 24th March 2022**.

The meeting closed at 7:00pm.