# Record of the Third Oral Meeting

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| Date of Meeting | 2018/10/09 | Time | 8:00 – 12:00 |
| Location | New Main Building of Beihang University | Minute Taker | LiCong |
| Present | Xu Tong（Tester） abbreviated as XT  Li Cong（Librarian）abbreviated as LC  Zhao Jiaqiang（Systems analyst And Project manager）abbreviated as ZJ  Zhang Enming（Systems designer And Project developer） abbreviated as ZE | | |
| Apologies | N/A | | |

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| Item | Team member | Timescale |
| Conclusion for last work | All | 8:00 – 9:30 |
| Discussion/Action | | |
| ZJ: Now let’s get started, please report the result of your work of last week.  LC: I’ll go first: I finished the questionnaire and it is ready to be used.  ZJ: May I have a look?  LC: Of course.  (ZJ is reading while the discussion keeps going on)  XT: So, I’ve done the invitation part, wait a minute… (finding the invitation), well, here it is.  ZE: It is attracting, but the colour needs to be revised to the colour that won’t too brilliancy.  XT: Alright, I’ll fix that.  ZE: My turn, during the next week, I finished some of the rest code.  ZJ: Well, I found some problems about the questionnaire, the question:” How would you feel if you need to hand up your homework by internet?” is not suitable for kids, they will feel bad anyway whether they do their homework on computer or handwriting.  ZE: But is that matter to us?  ZJ: …nope?  ZE: Then let it go. | | |
| Item | Team member | Timescale |
| Problems that facing in prepare process. | All | 9:30-10:30 |
| Discussion/Action | | |
| ZJ: Now let’s conclude the problems that we are facing: first of all, the funds is running out, do we need to ask more?  ZE: I think we do.  XT: I agree.  ZJ: Good. And did you guys have any problem?  LC: I do have some problem while coding.  ZE: I think that we could find a time to solve that.  ZJ: We will discuss that later.  ZE: Fine.  LC: While I was finding the information from internet, I find out that lots of parents are not familiar with internet or computer, we need to make the tutorial and the user interface needs to be simple and clear.  ZE: And add some functions for the disabled.  ZJ: Good idea.  XT: For the database, we do need some more information about teachers and children, who can help me with communicating with the school?  ZJ: I’ll do it.  ZE: Since the problems are solved, this part can be ended.  ZJ: Have a rest then we will keep going on next part. | | |

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| Item | Team member | Timescale |
| Works we going to do in next week. | All | 10:35-12:00 |
| Discussion/Action | | |
| ZJ:we need to write the database code and website.  ZE: I can do the website part.  ZJ: Not so fast, the website part divided into two parts: visual parts and code parts, which one will you take?  ZE: I’ll take the code.  LC: I can do the visual part.  XT: So, I got the database.  ZJ: Alright then, we still need to prepare the source material, do we need an artist?  ZE: Artist? Do we really need to heir one?  ZJ: I think we do: a good artist can help us to manage the picture materials.  ZE: Alright then.  ZJ: And therefore, we need some time to deal with the problem while coding, do you guys have any time next week?  XT: I do.  LC: Me too.  ZE: I got a meeting but, well, I can delete that schedule.  ZJ: Well then. | | |