THE FIRST MEETING

TEAM WORKING IN COMPUTING

ZHAOJIAQIANG,LICONG,XUTONG ZHANGENMING

## Detail Action Minutes

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| Date of Meeting | 2018/09/18 | Time | 8:00 – 12:00 |
| Location | New Main Building of Beihang University | Minute Taker | Zhao Jiaqiang |
| Present | Xu Tong（Tester）  Li Cong（Librarian）  Zhao Jiaqiang（Systems analyst And Project manager）  Zhang Enming（Systems designer And Project developer） | | |
| Apologies | N/A | | |

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| Item | Team member | Timescale |
| Project roles and responsibilities | All | 8:00 – 8:30 |
| Discussion/Action | | |
| Zhaojiaqiang: I got an idea. In Beihang primary school. They do not have any student education system for recording their grade and calculate their rank.  ZhangEnming: Good idea. I think this project is pretty easy.  Xutong: Yes, and we can add some special functions on that system.  Licong: Like homework online? Ha-ha  Xutong: You got it! Class fee online recharging is a good idea.  (Xutong start joking.) | | |
| Item | Team member | Timescale |
| Allocation of roles to team members | All | 8:30 – 9:30 |
| Discussion/Action | | |
| ZhangEnming: Who wants to be the team leader? (Zhang said seriously).  XuTong: How about you, Zhang?  ZhangEnming: No, I don’t want to be the team leader. I am good at programming, but not team management.  Zhaojiaqiang: I think Licong would be a good project leader. He spends so much time on working.  LiCong: Absolutely not! I like to do what others tell me to do. (Licong feels nervous.)  Xutong: How about you? Zhao?  Zhaojiaqiang: I can work on it if all of you have no confidence to be the leader. I want being the system analyst too. I am good at collecting the user’s demand.  ZhangEnming: All right! I want to be the Project Developer! Programmer is a piece of cake for me. I am a programing machine.  Zhaojiaqiang: Xutong, I hope you are responsible for tester. You are good at finding problems.  And you, Licong. Your circumspection tells me you are a good Librarian. Could you help me to save all information and data? Any other suggestion?  Xutong: No.  LiCong: I hope to get more working opportunity.  Zhaojiaqiang: I will ask you to help Zhang and Xu,  Licong: Okay! | | |
| Item | Team member | Timescale |
| Scope of the project | All | 9:30 – 9:45 |
| Discussion/Action | | |
| Zhaojiaqiang: Our audience is student’s guardian and school teacher. We should responsible for Chinese education and the future of China.  Xutong: Yes!  Licong: Emm, right. | | |
| Item | Team member | Timescale |
| Procedures to be carried out during the project | All | 9:45 – 10:30 |
| Discussion/Action | | |
| Zhaojiaqiang: We need connect the database and our system. That the most important process that we should work on!  Xutong: Yes. We also need to set up a user-login interface.  Licong: Emm, Likes student interface, teachers and parents.  ZhangEnming: Let me do conclusion! The user login first, and then they have their specific selections.  Zhaojiaqiang: Yes! That’s what I want.  Zhaojiaqiang: Licong, you should download a Baidu Cloud to save over data.  Licong: Yes. I know that.  Xutong: I going to doing practice of the common problem that we might facing while we are programming.  ZhangEnming: I am going to make some beta version for the applications,  Zhaojiaqiang: I am going to make a survey and find some book that talk about system analysis.  All：Yes, my leader. | | |
| Item | Team member | Timescale |
| Resources to be used throughout the project | All | 10:30 – 11:15 |
| Discussion/Action | | |
| LiCong: We need got resources from internet. The resources could be working resources, information.  Xutong: Even the times schedule are important resources.  Zhaojiaqiang: Computer, offices. That the cost we need pre-payed.  ZhangEnming: And my rest-time. (Zhang looks so tired.) | | |
| Item | Team member | Timescale |
| Working methods | All | 11:15 – 11:35 |
| Discussion/Action | | |
| Zhaojiaqiang: For working methods, we have 4 steps. First is research, then analysis.  Xutong: Coding and testing is the other two steps, right?  ZhangEnming: Yes, Xu. You are Zhao’s best friend. Aren’t you?  Licong: Ha-ha, I think so. | | |
| Item | Team member | Timescale |
| Date of next meeting | All | 11:35 - 12:00 |
| Discussion/Action | | |
| Zhaojiaqiang: I think time is over, I had recorded all your word. Is that okay to write it in to our action minutes?  All: Okay.  Zhaojiaqiang: So, when is the next time for our meeting?  Licong: 25th on September.  ZhangEnming: Good.  Xutong: I think I have free time on that day.  Zhaojiaqiang: Okay. See you on next Tuesday!  All: See you! | | |

## Project Roles and Responsibilities

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| Name | Project Roles | Responsibilities |
| Xu Tong | Tester | Tester: Doing the checking process for alpha test, beta test. Finding all problems, the system has. Writing report about bugs. The tester should study all skills to fix common problem that easy to occur during programing. |
| Li Cong | Librarian | Librarian: Save data and information resources into a public saving space. Librarian should take care of the information security. Do not share any data and information to others. Librarian should give all information when the developer wants to use. |
| Zhao Jiaqiang | Systems analyst And Project manager | Systems analyst: Collecting information and analyze them. The analyst should discover all demand that the target user needs to use. He also should help the first process of software development.  Project manager: Assign tasks to all roles, explain everything to each group members. The manager should have some ability help all member in different position. |
| Zhang Enming | Systems designer And Project developer | System designer: Designing system structure and User’s interface. The designer should find out what the application is necessary to help the running of system.  Project developer: Writing codes of all projects and application. Fixing bugs that the tester discovered. Make sure the final version of the system is ready to been used by the user. |

## Content of team project proposal

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| Item | Description |
| Title | Using database, web and software written by java to achieve the aim |
| Aim | To build a web system based on the internet to public the grades in a primary school and also a communicating foundation for parents and teachers. |
| Objectives | 1. To achieve the web system, we need to build a website 2. write the front-end logic 3. write the back-end program 4. visual effect 5. charging system |
| Content | It was a primary school that asked us to build a web system to achieve the new idea that make the teachers and parents away from each other no more. And also, the charging system makes parents more convenience than before that they could charge different kinds of fee by using this system.  In the end, we need a database on cloud, a front page for users, a back page for admin, and a public bank account to recharge.  We are going to use C# or C++ to build this system by using Visual Studio 2015 IDE and Oracle for database based on Windows 10 and Windows 7 system. We need several lap tops and notebooks to write and communicate, therefore, we need to face number of problems:   1. Few of group member is skilled 2. IDE is not suitable for all lap top 3. Time schedule   Xu Tong（Tester）: I think that we need to build a system that not only could achieve the aims, but also a useful and convenience system.  Li Cong（Librarian）: The interface is important so we could improve the visual effect to develop user experience.  Zhao Jiaqiang（Systems analyst And Project manager）: By comparing to other similar websites, the bonus scenes are important, because this system is using to drawing-in the relation between teacher and parents, some surprise would be helpful.  Zhang Enming（Systems designer And Project developer）: A well programmed database counts a great deal, we need to make sure the database is not going to make any mistakes to insure the system won’t crash in some important days. |