**Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Meeting Title:** Team building and task analysis | | |
| **Number of Meeting:**  1 | **Meeting Date:**  27th Jul | **Meeting Time:**  10:00am ~ 11:30am (GMT+1) |

|  |  |
| --- | --- |
| **Meeting Location** | WeChat group chat |
| **Meeting called by** | Weibang Tang |
| **Type of meeting** | General congress |
| **Facilitator** | Peng Gao |
| **Note taker** | Weibang Tang, Peng Gao |
| **Timekeeper** | Peng Gao |
| **Attendees** | Hao Fu, Peng Gao, Richard Zhang, Weibang Tang |

|  |  |  |
| --- | --- | --- |
| **No.** | **Agenda Item** | **Action** |
| 1 | < Team member awareness >   1. The participants each present their responsibilities in their original group. 2. Initial division of labour within the group based on each individual's competence matrix. | Hao Fu  Peng Gao  Richard Zhang  Weibang Tang |
| 2 | < Analysis of project content >   1. Read the Project Brief to clarify the project timeline, familiarise yourself with the project specifics and read up on the specific features of the Swagger API 2. Planning project timeline, project management methodology | Hao Fu  Peng Gao  Richard Zhang  Weibang Tang |
| 3 | < Discussion of visual page design and app’s function >   1. Read the API documentation, suggest the feasibility of adding certain features and plan to conduct a feasibility analysis through a questionnaire 2. Discussed basic ideas for page layout | Peng Gao  Weibang Tang |
| 4 | < Questionnaire design for user research >   1. Determine the achievable functions according to the API, discuss and determine the questionnaire for the population 2. Design functional requirements survey through Wenjuanxing 3. Determine when the questionnaire is issued and the estimated number of recoverable copies | Hao Fu  Peng Gao  Richard Zhang |
| 5 | < Meeting review and allocation of specific tasks >   1. A review of the meeting was conducted by Weibang Tang 2. Peng Gao identifies the specific tasks that each person needs to do at the moment | Hao Fu  Peng Gao  Richard Zhang  Weibang Tang |