**Meeting Minutes**

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| **Meeting Title:** Discuss UI/UX/UED design and user experience | | |
| **Number of Meeting:**  2 | **Meeting Date:**  29th Jul | **Meeting Time:**  10:00am ~ 1:30pm (GMT+1) |

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| **Meeting Location** | Microsoft Teams Desk 17 |
| **Meeting called by** | Peng Gao |
| **Type of meeting** | Thematic discussions |
| **Facilitator** | Peng Gao |
| **Note taker** | Hao Fu, Weibang Tang |
| **Timekeeper** | Richard Zhang |
| **Attendees** | Hao Fu, Peng Gao, Richard Zhang, Weibang Tang |

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| **No.** | **Agenda Item** | **Action** |
| 1 | < Discussion of absent team member >   1. Peng said that he had tried to contact Imran Koorjee via email and the private message function of teams since 27 July but had received no response 2. Weibang contacted Allison and explained the situation. Allison said that our group should overcome this difficult scenario and that it **would be taken into account in the scoring stage** 3. Weibang informed the rest of the group of Allison's response | Peng Gao  Weibang Tang |
| 2 | < Discussion of git management >   1. Discussed and clarified the approach to git management within the group 2. Weibang has developed detailed git management rules that have been consolidated into relevant documentation | Hao Fu  Peng Gao  Richard Zhang  Weibang Tang |
| 3 | < Design of the UX questionnaire >   1. Discussed basic options for obtaining requirements for this website through different methods such as user questionnaires, user feedback, feedback from interested parties, analysis of functionally similar websites, and designing specific questions for the questionnaire 2. Planned specific dimensions for questionnaire data analysis | Hao Fu  Peng Gao  Richard Zhang  Weibang Tang |
| 4 | < Start writing the motivation and background sections of the report >   1. Discuss the background content that our individual group members have gathered about this project and put it together 2. Plan to start writing the motivation and background sections of the report | Hao Fu  Peng Gao  Richard Zhang |