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| Meeting Minutes | Date : 21/03/2022Time : 1300 - 1315Tool : Microsoft teams |

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| Meeting called by: | Claudia Szabo (Client) | Type of meeting: | Client Meeting |
| Note taker:Attendees: | Ruwen Yi  Ruwen Yi, Yuhao Wang | Apologies: | Yingyu Wei, Ying Liao (Absent due to Covid-19) |

# Minutes

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| Agenda item: | 1.Display the wireframe design and ask for feedback. | Presenter: | Ruwen Yi |

#### Discussion:

In the last client meeting, our team was assigned to design a wireframe for the website. The front end team member Ying Liao and Yingyu Wei handed in two designs. But because of the absence of front end team, Ruwen Yi presented the design concept of both work.

#### Decision:

Claudia chose one of the design as the orientation of later developing.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Base on the approval wireframe, finish UI design. | Ying Liao, Yingyu Wei | Next client meeting |

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| Agenda item: | 2. Clarify data scope in details. | Presenter: | Claudia |

#### Discussion:

There are 35 degrees are related to Computer Science in our university. So we tried to clarify the data scope, how many degrees’ information does the client exactly need to know.

#### Decisions:

The degrees to focus on are: Bachelor of Computer Science, Bachelor of Information Technology, Master of Computer Science, Master of Computing and Innovation, Master of Cyber Security, Master of Artificial Intelligence and Machine Learning.

| Action items | Person responsible | Deadline |
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| * Scratch degree and course data from school website. | Yuhao Wang | Next client meeting |

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| Agenda item: | 3.Clarify the core needs of the client | Presenter: | Claudia |

#### Discussion:

The client needs this tool because it takes a lot of time to know the courses in the curriculum by seven pdf study plan. In the discussion, we clarified the target customer and cores needs.

#### Decisions:

Our target customers can be directors of teaching and the curriculum leaders. For the current developing phase, the core needs are

1. Degree : By this tool, the client can tell core courses and elective courses straightforward. In this phase, we don’t need to consider the situation of course enrolment and credit limitation.
2. Course : In a single course detailed page, the client can see the relationship of current course and other courses, which includes pre-requisite, assumed knowledge and incompatible courses.

# Other Information

#### Arrangement:

Next meeting will be held online on 4th of April, 1300. The tool will be Microsoft Teams.

#### Special notes:

Claudia reminded us to apply the extension for the pitch representation assignment.