Meeting Minutes

For the group meeting that was held on 19th April 2022

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| **Chair** | Ying Liao |
| **Attendees** | Ruwen Yi  Yuhao Wang  Yingyu Wei |
| **Apologies** | None |

# 1 Meeting Location and Duration

The first group meeting in Sprint 4 was held online, from 2:00-4:30 pm, on 19th April 2022.

# 2 Meeting Outcomes

1. The current project progress is left behind the milestone, the team agreed to take different approaches to catch up the development tasks.

2. Sprint Backlog -Ying Liao showed the current main page and the group reviewed - Discussed the backlog of the application and prioritized the functionalities we need to develop in this sprint.

3. Reviewed the availability of every team member in this sprint, and examined if the backlogs align with the whole project development milestone.

4. Assigned tasks to do on GitHub task board, details are shown below.

5. Determined the group meeting minutes, the client meeting minutes template will be decided on Friday's meeting based on Yingyu's research.

**Tasks to do for this week:**

# 3 Tasks to do

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| **Tasks** | **Assigned to** | **Deadline** |
| Organize GitHub master branch | Ruwen & Yuhao | By 23:59, 19th April |
| Determine using EJS or React.js | Ying | By 23:59, 20th April |
| Draw UI design of the main page | Yingyu | By 23:59, 20th April |
| Write a detailed requirement documentation | Ruwen | By 23:59, 21st April |
| Draw UI design of degree structure page | Yingyu | By 23:59, 21st April |
| Set up routes and give a detailed description of what data will turn after accessing this route | Ruwen | By 23:59, 21st April |
| Finalize client meeting template | Yingyu | By 23:59, 22nd April |
| Degree brief content on the main page | Yuhao | By 23:59, 22nd April |
| Write a case for using API | Yuhao | By 23:59, 22nd April |
| Upgrade search bar design | Ying | By 23:59, 22nd April |
| Submit Previous Agenda and Minutes | Everyone | By 23:59, 24th April |
| Draw a diagram of the software structure | Ruwen | By 23:59, 24th April |
| Sort out the individual timesheet | Everyone | By 23:59, 24th April |

# 4 Next Meeting

Next meeting is a group meeting and will be held on Discord at 5:00 pm, on 21st April.