Meeting Minutes

For the group meeting that was held on 29th April 2022

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

# 1 Meeting Location and Duration

The sixth and last group meeting in Sprint 4 was held online, from 1:00 pm to 2:40 pm, on 29th April 2022.

# 2 Meeting Outcomes

After everyone’s presentation, we concluded last sprint as follows:

* What went well
  + Milestone 1 activities completion
  + GitHub task board management(advanced and basic backlog, assign person in charge and deadline to each task)
  + The engagement of our group members
* What needs improvement?
  + Collaboration of the front-end team and back-end team
  + Lack of designing - Meeting invitations should be sent on the start of that week
* What changes can we make for next time?
  + More communication on each team can deliver and expectations on the other team to develop
  + More design drafts of things you are developing

# 3 Meeting Decisions

* What do we present on the next Monday's client meeting?
  + New main page with the API interaction, a design draft of degree page.
* What are the priorities of next sprint in terms of development?
  + Degree page, course page and structural information visualization

# 3 Tasks to do

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Assigned to** | **Deadline** |
| Send out the client meeting's invitations and agenda | Yuhao | By 23:59, 1st May |
| Post questions that you want to ask on the discord channel ' questions-to-ask' | Everyone | By 23:59, 30th April |
| Set up links for the new main page before Monday | Ruwen | By 23:59, 1st May |
| A design prototype of the degree page | Yingyu | By 23:59, 30th April |

# 4 Next Meeting

This was the last group meeting in Sprint 4. Next meeting is a client meeting of sprint 5, which is expected on 2nd May.