Formal Meeting 7 on 27th November 2018, 14:15-14:45

Participants: Paul Dempster (supervisor/client)
                Team 15 : Denis Stepanov, Melanie Cheong, Mingda Liu, Tianhao Li, Yiming Chen, Masrur Sobirov
Absentees: None

1. Discussion about

a. Database
   - Email Joseph Zhang for change of password in Linux database MySQL.

b. Interim Report Outline
   1. Introduction
   2. Background
      - In market research: can write that survey is still in progress and about existing apps if relevant.
   3. Requirements specifications
      - Include a table with the requirements, their priority and risk scores.
   4. Design
      - Can include pictures.
   5. Implementation
   6. Project management
      - Write about the initial design, problems encountered and solutions to them.
      - the software engineering methodology we used should be included.
   7. Future work
      - Write about how the team is going to proceed with the project till next semester.
   8. Appendix
      - Include minutes (word count in appendix is excluded from report's final word count.)

   Add another section called 'Reflection' to write about the team's collaboration and communication throughout this project.