

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	01/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Team introduction
2	Exchange of contact details and basic skills
3	Set up Jira and GitHub

Action Items

No.	Item	Who	By
1	Team Introduction	All team members	End of meeting
2	Exchange of contact details and basic skills	All team members	End of meeting
3	Set up Jira and GitHub	Kaida Zhang	End of meeting

Meeting No: 2

Meeting Details

Date:	05/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Start to work on wireframes
2	Start to work on product backlog
3	Making Sprint 0 plans

Action Items

No.	Item	Who	By
1	Complete wireframes	Haochen Shi Wenhao Lu	End of the week
2	Work on product backlog	All team members	Before next meeting
3	Making Sprint 0 plans	All team members	Before next meeting

Meeting No: 3

Meeting Details

Date:	08/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Continue to work on User Story
2	Start to work on Acceptance Criteria
3	Work on Sprint 0 Retro
4	Making Sprint 1 plans

Action Items

No.	Item	Who	By
1	Continue and finish User Story	All team members	Before next meeting
2	Start to work on Acceptance Criteria	All team members	End of the week
3	Work on Sprint 0 Retro	All team members	End of the week
4	Making Sprint 1 plans	All team members	End of the week

Meeting No: 4

Meeting Details

Date:	09/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Finish User Story
2	Continue to work on Acceptance Criteria
3	Work on Sprint 1 backlog
4	Continue to work on Product Backlog
5	Set up epic and task in Jira
6	Set Software feature priority in Jira

Action Items

No.	Item	Who	By
1	Finish User Story	All team members	End of the meeting
2	Continue and finish Acceptance Criteria	All team members	Before next meeting
3	Work and finish Sprint 1 backlog	All team members	End of the week
4	Continue to work on Product Backlog	All team members	Before next meeting
5	Set up Epic,task in Jira	All team members	End of the meeting
6	Finish set Software feature priority in Jira	All team members	End of the meeting

Meeting No: 5

Meeting Details

Date:	12/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Check Major Project Milestone 1 details
2	Finish User Story and Acceptance Criteria
3	Complete milestone 1 content of setting up the Jira
4	Meeting Minutes
5	Work on Sprint 1 planning note
6	Work on Peer assessment
7	Record Videos

Action Items

No.	Item	Who	By
1	Check Major Project Milestone 1 details	All team members	End of the meeting
2	Finish User Story and Acceptance Criteria	All team members	End of the meeting
3	Complete the first phase of tasks assigned in Jira	All team members	End of the meeting
4	Complete meeting minutes	Haochen Shi Sifan Gao	Before M1 due date
5	Complete Sprint 1 planning note	All team members	Before M1 Due date
6	Finish Milestone 1 Peer assessment	All team members	Before M1 Due date
7	Record Videos	All team members	Before M1 Due date

Meeting No: 6

Meeting Details

Date:	15/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Complete meeting minutes
2	Complete Sprint 1 planning note
3	Finish Milestone 1 Peer assessment
4	Record Videos
5	Check Milestone 1 submission details

Action Items

No.	Item	Who	By
1	Completed meeting minutes	All team members	End of the meeting
2	Completed Sprint 1 planning note	All team members	End of the meeting
3	Finish Milestone 1 Peer review	All team members	End of the meeting
4	Upload record videos	All team members	End of the meeting
5	Submit Milestone 1	All team members	End of the meeting

Meeting No: 7

Meeting Details

Date:	19/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Understanding of sprint 1 development
2	Familiarity with the functions will develop during sprint 1
3	Understanding of front-end and back-end tasks
4	Creating a database

Action Items

No.	Item	Who	By
1	Understand of sprint 1 development	All team members	End of the meeting
2	Familiarity with the functions during sprint 1 development	All team members	End of the meeting
3	Continuous database building	All team members	Before next meeting
4	Assigning front-end and back-end tasks	All team members	Before next meeting

Meeting No: 8

Meeting Details

Date:	22/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussing database frameworks
2	Discussing GitHub data file distribution
3	Assigning front-end and back-end tasks

Action Items

No.	Item	Who	By
1	Discussing database frameworks-ER Model	All team members	End of the week
2	Discussing GitHub data file distribution	All team members	End of the week
3	Create files for front-end and back-end data in parallel	All team members	Before next meeting
4	GitHub creates separate branches by function	All team members	During the entire development process
5	Front-end functional tasks	Haochen Shi Wenhao Lu	During the entire development process
6	Back-end functional tasks	Kaida Zhang Sifan Gao Yifan Hu	During the entire development process

Meeting No: 9

Meeting Details

Date:	26/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Mastering sprint 1 development progress
2	Discuss front-end and back-end functional content and requirements
3	Discussing the GitHub front-end and back-end and branch files

Action Items

No.	Item	Who	By
1	GitHub front-end and back-end files created in parallel	All team members	End of the meeting
2	Report on project development progress	All team members	End of the meeting
3	Database build completed	Sifan Gao Kaida Zhang	During the development process
4	Front-end software home page completed	Haochen Shi Wenhao Lu	Before M2 due date
5	Back-end patient profile completed	Sifan Gao	Before M2 Due date

Meeting No: 10

Meeting Details

Date:	04/09/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Revision of acceptance criteria
2	Follow up on sprint 1 project progress
3	Synchronise Jira project progress with actual progress
4	Discuss sprint 2 development content and software functionality

Action Items

No.	Item	Who	By
1	Report on the completion of front-end and back-end functionality	All team members	End of the meeting
2	Front-end patient login page and signup page completed	Wenhao Lu	Before M2 due date
3	Front-end patient profile page completed	Haochen Shi	Before M2 due date
4	Completion of back-end login and patient profile functionality	Sifan Gao	Before M2 due date
5	Back-end completion of patient health status functionality	Kaida Zhang	Before M2 due date
6	Discuss sprint 2 development content and software functionality	All team members	Before next meeting

Meeting No: 11

Meeting Details

Date:	05/09/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Continuous recording of minutes of meetings
2	Ongoing completion of sprint1 documents
3	Continue to complete sprint 2 documents
4	Report on progress of front-end and back-end functionality

Action Items

No.	Item	Who	By
1	Continuous recording of minutes of meetings	Sifan Gao	Before M2 due date
2	Assign and continue to complete sprint 1	All team members	Before next meeting
3	Assign and continue to complete sprint 2	All team members	Before M2 due date
4	Front-end completion of patient health condition page	Haochen Shi	Before next meeting
5	Back-end completion of registration function	Yifan Hu	Before next meeting
6	Back-end completion of patient health information addition	Kaida Zhang	Before next meeting

Meeting No: 12

Meeting Details

Date:	09/09/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Continue to complete the allocation of documents and content
2	Report on project completion
3	Synchronise Jira and assigned project information
4	Interfacing front-end and back-end functionality

Action Items

No.	Item	Who	By
1	Continue to complete sprint 1 and sprint 2 files	All team members	Before M2 due date
2	Front-end back-end sprint 1 functionality complete	All team members	End of the meeting
3	Synchronize and update assigned Jira project information	All team members	End of the meeting
4	Front-end login and back-end login interfaces interfaced and tested	Sifan Gao Wenhao Lu	Before next meeting

Meeting No: 13

Meeting Details

Date:	12/09/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Report on sprint 2 project progress
2	Discuss Milestone 2 submissions
3	Interfacing front and back-end functionality

Action Items

No.	Item	Who	By
1	The sprint 2 project is in continuous development	All team members	Before M2 due date
2	Patient booking appointment development in progress	All team members	Before M2 due date
3	Prescription page development in progress	All team members	Before M2 due date
4	Front-end and back-end interfaces for registration and login completed	Sifan Gao Yifan Hu Wenhao Lu	End of the meeting
5	Discuss and continue to complete milestone2 submissions	All team members	Before M2 Due date

Meeting No: 14

Meeting Details

Date:	16/09/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Update and synchronize Jira project progress
2	Synchronize Jira and milestone 2 content
3	Discuss sprint 3 project content and features
4	Run code tests

Action Items

No.	Item	Who	By
1	Complete synchronization of Jira content	All team members	Before M2 due date
2	Continuing to organize Milestone 2 submissions	All team members	Before M2 due date
3	Discuss sprint 3 functionality and assign tasks	All team members	Before next meeting
4	Back-end functional test coverage greater than 80 percent	Sifan Gao Yifan Hu	During the development process

Meeting No: 15

Meeting Details

Date:	19/09/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Checking the Contents of Milestone 2 Files
2	Complete and check Milestone 2 Jira content
3	Completing retro/backlog /planning notes
4	Completing individual team contributions
5	GitHub Code CI
6	Record Video

Action Items

No.	Item	Who	By
1	Check and submit Milestone 2 Files	All team members	Before M2 due date
2	Complete and check Milestone 2 Jira content	All team members	End of the meeting
3	GitHub Code CI	All team members	End of the meeting
4	Complete meeting minutes	Sifan Gao	End of the meeting
5	Complete retro/backlog /planning notes	All team members	Before M2 due date
6	Complete peer review	All team members	Before M2 due date
7	Complete burndown chart	Kaida Zhang	Before M2 Due date
8	Record Video	All team members	Before M2 due date

Meeting Screenshots

General ended:

YH

HS

SG

WL

[↩ Reply](#)

Meeting ended 22 min 26 sec

YH

HS

SG

WL

+1

New channel meeting ended: 1h 13m

YH

HS

SG

WL

[↩ Reply](#)

Meeting in "General" ended: 19m 22s

YH

HS

SG

WL

[↩ Reply](#)

Meeting in "General" ended: 1h 58m

YH

HS

SG

WL

Meeting in "General" ended: 25m 1s

YH

HS

SG

WL

[↩ Reply](#)

Meeting in "General" ended: 1h 28m

YH

HS

SG

WL

[↩ Reply](#)

New channel meeting ended: 26m 21s

YH

HS

SG

WL

[↩ Reply](#)

Meeting in "General" ended: 10m 52s

HS

SG

WL

[↩ Reply](#)

Meeting in "General" ended: 1h 48m

YH

HS

SG

WL

[↩ Reply](#)