

MEETING MINUTES

Date of Meeting: 19/08/2021

Location: MS team

Chair:

Minutes Prepared By: Yu Zhu

1. Purpose of Meeting *(add rows as necessary under banner headings)*

Modify the report, database and discuss the individual reflection on group process.

2. Attendance at Meeting

Name	Department / Division	Student ID	Meeting Type	Approved
Lida Tong	EMS	22957193	online	
Liangbo Jin	EMS	23078811	online	
Ethan Chen	EMS	23067035	online	
Keli Yin	EMS	22450718	online	
Yu Zhu	EMS	23053734	online	
Nara Eam	EMS	22805226	online	

3. Meeting Agenda

Discuss and revise the report.

Discuss the user interface.

Discuss the database structure and queries.

Discuss the individual reflection on group process.

4. Meeting Notes, Decisions, Issues

Notes: structure of project scope: scope description, project deliverables, acceptance criteria, constraints, assumption, team member skills and resource, safety security and risks.

Notes: the technical choices should list the features of each option and illustrate the reasons for the final decision by comparing the options.

Notes: the project plan should cover the entire project and be presented in a project plan layout.

Notes: Determine the tool for drawing the UI and draw the initial UI

Notes: what is the advantage of our group

- The group worked efficiently.
- The team members actively participated in the work of the group, and all members attended every meeting on time.
- Each team member completed their tasks on time without delay.
- The complementarity of team members' abilities and personalities promotes cooperation.

Notes: what could be improved:

- Because each meeting is long, the group members tend to be distracted.
- The English communication skill should be improved.
- For the results published by the team members in the chat group, every group member should be more comments or suggestions on this.

5. Next Meeting

<i>Date:</i> (DD/MM/YYYY)	25/08/2021	<i>Time:</i>	10:00am	<i>Location:</i>	Online
<i>Agenda:</i>	Group meeting				