# **MEETING MINUTES**

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| **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. | |

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| 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 |  |

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| 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. |

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| 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 advangtage 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. |

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| 5. Next Meeting | | | | | | |
| *Date: (DD/MM/YYYY)* | | 25/08/2021 | *Time:* | 10:00am | *Location:* | Online |
| *Agenda:* | Group meeting | | | | | |