

Formal Meeting 2

Project Name: Software Engineering Group Project of TEAM 9 – An Intelligent Digital Menu

Date of meeting: 18 Oct 2017

Minutes prepared by: Yangsha XIE

Charge time to: 30 minutes

In Attendance

Zhuping YU, Longyue GAO, Weitao TANG, Yangsha XIE, Zhihao YING, Qian ZHANG
(Supervisor)

Purpose

To discuss the information we researched and explicit tasks.

Meeting Agenda

- 1) Explicit the details of our project
 - a) User story...
 - b) Make the **function list** by ourselves (Main function)
 - c) How to write a mobile application
 - d) Questionnaire & interview
 - e) Divide into groups (Restaurant owner/customer
p.s. Program after clear design
Interview local people whether it is the essential function they want (questionnaire
- 2) Next Formal Meeting
 - What we have down What we plan to do
Plan in each month/week Who oversees which part
Program after clear design

Meeting Notes, decision, issues

Next group meeting: **10:00 in Friday.** (10.20)

Next formal meeting: discuss in WeChat group later.