Minutes of the Tenth Client Meeting

MCI Team 21

Tuesday 1st June 2021

**Chair** Yupeng Hou

**Secretary** Ying Li

**Members** Ying Li, Yupeng Hou, He Zhang, Wei Qin

**Apologies** All team members attended the tenth client meeting.

# Time and Place

The *tenth* client meeting for the Master of Computing and Innovation Project was held in **Ingkarni Wardli** at **3:30pm on Tuesday 1 June 2021**.

# Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

# Summary of Previous Meeting

The previous meeting is the ninth client meeting. We presented the following functions of the project to clients and receive their feedback.

* The improved filter functions.
* The function of displaying each fields of an entry.
* The function of hiding entries.
* The function of distinguishing researchers having the same name.

Furthermore, they hope the project could be deployed on the university’s server.

# Group milestone

## Overview

Team members developed the project according to the clients’ feedback and design the poster for the project.

## Detailed Presentation

## In the previous week, there was no more new functionalities that we need to implement. Therefore, we improved the implemented functionalities including hiding entries and displaying fields of each entry.

## Did more research about deploying the project on the university’s server. Firstly, team members communicate with clients about the environment of the server. Secondly, learn how to deploy the web-based application on a server from some tutorials. In this client meeting, we will deploy the project with clients.

## Designed the poster.

# Individual Milestone Reports

Before the tenth client meeting, all team members finished their tasks on time. The detailed tasks have been recorded in the ‘Project’ on GitHub.

Wei Qin:

# Did more research about deploying the project on the university’s server.

# Designed the ‘System Architecture’ part of the poster.

Ying Li:

# Did more research about deploying the project on the university’s server.

# Design the structure and pattern of the poster, and wrote the ‘Milestone’, ‘Achievements’ and ‘conclusion’ of the project.

# Yupeng Hou:

# Did more research about deploying the project on the university’s server.

# Designed the ‘Key components’ part of the project.

# He Zhang:

# Designed the ‘Introduction’, ‘Development Software & Tools’ part of the project.

# Requirements Elicitation

## 6.1 Client Requirements

* This is the last client meeting. During this semester, our client put a lot of effort to the project. At the same time, team members worked hard together. All requirements have been implemented during milestone 1 and milestone 2. Finally, clients are satisfied with our implement.

## 6.2 Lists of Tasks to do

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Assigned to | Due date | Status |
| Discuss the client requirements | All team members | 1/June/2021 | End |
| Write meeting minutes | Ying Li | 1/June/2021 | End |
| Prepare for the Poster presentation | Wei Qin & He Zhang | 6/June/2021 | In process |
| Prepare for the Demo presentation | Ying Li & Yupeng Hou | 14/June/2021 | To do |
| Deploy the project to the university’s server | All team members | 7/June/2021 | In process |

# Adjournment

This is the last client meeting.