Minutes of the First Client Meeting

MCI Team 21

Tuesday 9th March 2021

**Chair** Ying Li

**Secretary** He Zhang

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

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

# Time and Place

The *first* client meeting for the Master of Computing and Innovation Project was held in **Ingkarni Wardli** at **3:00pm on Tuesday 9 March 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

This was the first client meeting for the Master of Computing and Innovation Project.

# Group milestone

## Overview

This was the first client meeting, so there is no milestone for this week.

## Detailed Presentation

All team members took part in the first client meeting, listening to the introduction delivered by our clients. It includes the detailed introduction for the project and the tasks that our group need to do in the following week.

# Individual Milestone Reports

Before the first client meeting, all team members read the project description carefully, and share and discuss their ideas on the group meeting held on 6th Mar 2021 from online.

# Project Administration

# Project manager will be in rotation.

# All documentation will be upload to GitHub, and the project management process will be displayed on the GitHub ‘Project’ (Figure 1).

# Graphical user interface, text, application Description automatically generated

# Figure 1. GitHub project management

# Requirements Elicitation

Ask the clients for clarification about the requirements of the project and specifically the main tasks for the following week.

## 7.1 User Requirements

* All team members need to be more familiar with DBLP and Tobias Friedrich webpage. The examples discussed in the first client meeting are listed following.
* DBLP: <https://dblp.org/pid/n/FrankNeumann.html>
* DBLP bib file:

<https://dblp.uni-trier.de/pid/n/FrankNeumann.html?view=bibtex&param=1>

* Tobias Friedrich webpage:

<https://hpi.de/friedrich/publications/2021.html>

* Discuss and make decisions about the programming language, framework and database of the project.
* Create database from bib text entries and keep database as simple as possible.
* Automatically generate a webpage to display the publications correctly of a researcher at the beginning, and then add more functions (Figure 2), such as displaying publications by selecting different entries, linking to the source code in GitHub.

Text

Description automatically generated

Figure 2. The webpage of Tobias Friedrich

* Consider updating publications in an automatic way afterward.

## 7.2 Communication

## GitHub: The whole project will be managed and recorded by GitHub. After the client meeting, the tasks will be updated on the GitHub, which is easy for team members to know the process of the project and could improve the teamwork efficiency.

## WeChat: Our group established a WeChat group where we could communicate immediately.

## Email: Our group communicate with clients using email. For example, we send client meeting minutes and agenda to clients via email.

## Meeting minutes: In addition to the client meeting, our group have two group meetings in each week. All group meetings will be recorded in the group meeting minutes and uploaded to GitHub.

## 7.3 Lists of Tasks to do

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Assigned to | Due date | Status |
| Discuss the client requirements | All team members | 9/Mar/2021 | End |
| Write meeting minutes | Ying Li | 10/Mar/2021 | End |
| Do more research about database | Wei Qin | 12/Mar/2021 | In process |
| Try to use C++ to parse bib file to html file | Yupeng Hou | 11/Mar/2021 | In process |
| Design the user interface | He Zhang & Ying Li | 15/Mar/2021 | In process |

# Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli** at **3:00pm on Tuesday 16 March 2021**.

The meeting closed at 3:35pm.