Minutes of the Second Client Meeting

MCI Team 21

Tuesday 16th March 2021

**Chair** Wei Qin

**Secretary** Ying Li

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

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

# Time and Place

The *second* client meeting for the Master of Computing and Innovation Project was held in **Ingkarni Wardli** at **3:00pm on Tuesday 16 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

The previous meeting was the first client meeting. The members of team 21 had a formal meeting with client.

Client expressed their needs; user requirements and user stories were gathered during the meeting by the secretary.

The goal and tasks for the next client meeting is confirmed.

# Group milestone

## Overview

The team members did some research on the framework, programming language database to use for this project. According to how they fit into DBLP or bib, the software stack and project structure for this project is confirmed.

## Detailed Presentation

All the group members are now familiar with GitHub and know how to make commits and pull request. The programming language, framework and database of the project is discussed in the group meeting and the final tech stack is confirmed. The programming language used in the backend is C++, the database is SQLite. The project structure has been done by Yupeng Hou.

# Individual Milestone Reports

Before the second client meeting, all team members finished their tasks on time.

Wei Qin:

# Delegated position of GitHub manager.

# Began reading the GitHub manual.

# Participated in first two weeks activities, including client meeting and group meetings.

# Familiarized self with Python web crawler.

Ying Li:

# Participated in first two weeks activities, including client meeting and group meetings.

# Wrote the client meeting minutes, group meeting minutes and agenda.

# Be more familiar with the DBLP, Tobias website.

# Learned to use Axure software.

# Designed user interface demo using Axure.

# Yupeng Hou:

# Participated group meetings, contribute some opinions.

# Came up with some questions related to the function that I am in charge and some other aspects of the project.

# Participated in client meetings, ask some questions about the part that I am responsible.

# Familiarized self with front end web design.

# Wrote a prototype of parser.

# Trying to improve the parser, done some brainstorm.

# He Zhuang:

# Participated in all group meetings in the first two weeks

# Has assumed the roles of secretary.

# Spent considerable time familiarizing self with HTML CSS & JS

# Took a very active role in the group meeting

# Project Administration

# Wei Qin suggested a number of project administration requirements:

# Team members is only allowed to work on the branch and do a pull request when he/she wants his/her work to be merged into the main branch. Only the tech leader is allowed to handle a pull request.

# All pull request must be detailed documented why it is made.

# Requirements Elicitation

Ask the clients for clarification about the database to use in this project.

## 7.1 User Requirements

* The client is able to view the publications by year, tag, authority.
* The webpage to display the publications does not need a search function.
* The database should be as simple as possible as the client might not be able to install a SQL on his laptop.

## 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 implementation of the system | All team members | 16/Mar/2021 | End |
| Write meeting minutes | Wei Qin | 17/Mar/2021 | End |
| Do some research on SQLite and how can it fit into our project | Yupeng Hou | 22/Mar/2021 | In process |
| Do some research on how to link SQLite in C++ program. | Yupeng Hou | 22/Mar/2021 | In process |
| Design the user interface prototype | He Zhang & Ying Li | 22/Mar/2021 | In process |

# Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli** at **3:30pm on Tuesday 23 March 2021**.

The meeting closed at 3:50pm.