Minutes of the Third Client Meeting

MCI Team 21

Tuesday 23th March 2021

**Chair** He Zhang

**Secretary** Yupeng Hou

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

**Apologies** Yupeng Hou, Ying Li, Wei Qin attended the third client meeting.

# Time and Place

The thirdclient meeting for the Master of Computing and Innovation Project was held in **Ingkarni Wardli** at **3:30pm on Tuesday 23 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 and second client meeting. The members of team 21 had a formal meeting with client.

Client expressed their needs: In the second meeting, the client proposed that the project team can design the basic situation of the front page in the next meeting.

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

# Individual Milestone Reports

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

Wei Qin:

# PPT prepared for the pitch presentation

# Began reading the GitHub manual

# Familiarized self with Python web crawler

# Get familiar with SQLite

# Learning C++ SQLite interface

Ying Li:

# PPT prepared for the pitch presentation.

# Team meeting host，Participated in the activities in last week, including client meeting and group meetings.

# Did more research about the display format of Tobias website and the website of Optimisation and Logistics of Computer Science. Designed the user interface using HTML, CSS according to clients’ requirements.

# Wrote the agenda.

# Yupeng Hou:

# PPT prepared for the pitch presentation

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

# re-write the parser with a different approach and add some functions.

# He Zhang:

# PPT prepared for the pitch presentation

# Has assumed the roles of chair and finish the time and minutes sheet

# Spent considerable time familiarizing self with HTML CSS & JS

# Work with Ying Li to finish the font-end web design

# User Requirements

* The clients ask for a web design in the second client meeting, and we finish this before the third client meeting.
* It would be good to have additional data for other researchers.
* The next step is to think about how team could automatically update data.
* The important thing is how we could integrate if client would try to make one and make replacement of his application.
* Just focus on the publication.
* client would like the web to put it into the block just generate a whole publication list for the whole group, all of this.

# Lists of Tasks to do

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Assigned to | Due date | Status |
| Discuss the implementation of the system | All team members | 23/Mar/2021 | End |
| Write the meeting minutes | He Zhang | 24/Mar/2021 | In process |
| Modify the pitch presentation slides | All team members | 26/Mar/2021 | In process |
| Prepare the presentation content | All team members | 26/Mar/2021 | In process |
| Rehearse for the pitch presentation | All team members | 28/Mar/2021 | In process |
| Coding parser for backend | Yupeng Hou | 28/Mar/2021 | In process |
| User interface improvement | He Zhang & Ying Li | 28/Mar/2021 | In process |

# 7 Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli** at **3:30pm on Tuesday 6 April 2021**.

The meeting closed at 4:00pm.