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| **Meeting Date :** | 11-08-2015 | **Meeting Time :** | 12:15 |
| **Meeting Attendees :** | V, Shawn, Kaii, Likai, Lulu, Miranda, Clay, Irene | **Meeting Location :** | Electrical and Software Engineering Building-Students discussion area |
| **Minutes Taken by:** | Miranda, Irene | **Next Meeting Date & Location:** | 12-08-2015 15:00-16:00 Electrical and Software Engineering Building-Students discussion area |

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| **S.No.** | **Meeting Notes:** |
| 1 | **Daily Scrum**  Shawn: a. The requirements are not clear enough; b. Group members need to try to get familiar with some technologies (JQuery UI frame work, JQuery mobile, HTML5+CSS, setup the main feature with HTML5 and refine the web page with CSS)  Clay: We need to discuss and come up with a more clear direction and start to work on that direction. There are many details need to decide in technology selection aspect: what kind of technologies need to be involved in this project, What language/framework can be used to fulfil with the customers’ requirements. JavaScript  Miranda: I have reviewed the CSS, HTML, JavaScript last week and I have picked up some important concepts and develop methods.  Irene: confusion about the details of the task requirements  Kaii: Think on the user stories. Group need to decide the user stories within 2 days, and give out simple demos to customers to see if they are satisfied or not.  V: have no problem |
| 2 | **Daily Scrum Sum-up:**  Unspecific requirements. The clients do not want to share more. Maybe we should randomly adjust them by ourselves and give out the first version of project plan. |
| 3 | **Suggestion by Clay**: everyone should start work on the project plan and write up an initial plan individually. |
| 4 | Kaii: The most important part in the plan is to analysis the 4 main requirements and write out more formal user stories. Assign this work to the group members. Two people per requirement. Every group should bring written user stories in next meeting. |
| 5 | **Group pairs allocations:** 1) V and Miranda work on the first requirement , 2) Clay and Lulu work on the second requirement, 3) Kaii and Irene work on the third requirement, 4) Shawn and Likai work on the fourth requirement. (Requirement details seen on last Minutes of meeting) |
| 6 | **Subtask allocations:**  Project plan  1 Overall Project Goal (2-3 sentences) and Major capabilities： Kaii  2 Prioritized Product Backlog of all items: Customers  3 Detailed Sprint Backlog: Wait  4 Meeting time: Wait  5 List all core Scrum practices: Tomorrow  6 GitHub account link: Kaii  7 Scrum management tool link: Kaii  8 Risk assessment and management plan: Tomorrow |

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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |
| 1. | Double check the requirements via email. | **V** | 12-08-2015 |
| 2. | Finish the user stories of each requirements. | Every mini-group | 12-08-2015 |
| 3. | Think about the project plan and the presentation on Friday | Every person | 12-08-2015 |
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