形状 **Agenda and Minutes for APE group**

*Instructions: Complete items in green before the meeting and circulate as the agenda. Complete items in black after the meeting and circulate as the meeting minutes.*

**Meeting Date and Time: [15:26 - 15:52]**

**Meeting Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** *(if absent, include reasons and whether teammates were notified in advance)* |
| Aarti |  | Y |  |  |
| Biying  (chair) |  | Y |  |  |
| Kebing  (Minute) |  | Y |  |  |
| Ollie |  | Y |  |  |
| Shaun |  | Y |  |  |
| Xiaohan |  | Y |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items for Discussion and/or**  **Work to be Completed** | **Expected Duration**  (actual duration) | **Summary of Discussion** |
| 1. Review minutes of last meeting. | 5 min |  |
| 2. Discuss work completed since last meeting. | 5 min | Ollie showed his design chart and expressed what he thought about the flow. |
| 3. Project Controller (Ollie) Schedule, Look-aheads |  |  |
| 4. Team member roles updates |  |  |
| 5. | 5 min | Shaun asked what if large amounts of people upload files in very short period? Could our server stand with this? How do we deal with it if some problems happen at that time?  (That would be a question that needs to be discussed later) |
| 6. | 5 min | Shaun and Ollie did some changes and added some user stories into the story board. |
| 7. Review action items to be completed after meeting. |  |  |
| 8. Schedule next meeting |  |  |

Points from shaun:

* Schedule responsibility
* [Testing](https://blog.logrocket.com/a-quick-and-complete-guide-to-mocha-testing-d0e0ea09f09d/) - should we write them?
* First deliverable
  + Can we get an overview of the en

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1. Add to the story board scope – ‘choosing a course’ workflow |  |  | Dashaboard screen has button ‘start planning’ -> select course screen -> study planner |
| 2. shaun to take responsibility of scheduling |  |  |  |
| 3. organise a tim4 ASAP to meet and Ollie explains the code |  |  |  |
| 4.sprint managment |  |  | First sprint will be ollie, xiaohan, biying |
| 5. |  |  |  |

**Next Meeting**

**Date and Time: 20/08/2021 8pm**

**Location: Teams**

**Purpose: To talk about the frontend code**

**Chair next week:**

**Minutes next week:**

**Recording Secretary**

Meeting agenda circulated on [19/08/2019]by [Biying Wang].

Meeting minutes circulated on [19/08/2019] by [Kebing Zhao].

Any corrections to the minutes to be submitted to [Shaun Cechner] by [19/08/2019].