Minutes of the Second Client Meeting

Team 5

Friday 19th March 2021

Chair   Menghan Li

Secretary Runtao Zhuge

Members Yifei Xu

　　　　　　Xuanji Li

1 Time and Place

The third client meeting for the Master of Computing & Innovation

Project was held on Zoom at 10.30 Am on Thursday 25 March 2021.

2 Quorum Announcement

The Chairman announced that the group's quorum was present and that

the meeting, having been duly convened, was ready to proceed with its

business.

3 Summary of Previous Meeting

This is the Third client meeting (Week 4) for the Master of Computing & Innovation Project. The draft PowerPoint slides for the presentation were completed and Dr. Alex and Dr. Vivian gave feedback on the slides.

4 Group Milestone

4.1 Overview

The team members ask some questions about the pitch presentation, and the client answers these.

4.2 Detailed Presentation

The pitch presentation was reviewed together, and feedback was provided.

Milestones for next week have been set which we will determine what tools would be needed and keep looking for similar software.

5 Individual Milestone Reports

5.1 Xuanji Li

Initialized slides, set templates and sections.

Created and edited slides and templates.

Participated in Second week activities.

Participated in the third client meeting, helping with looking through website.

Uploaded Timesheet and Agenda in Github.

Organized the group meeting.

Share some materials with group.

5.2 Yifei Xu

Participated in second week activities.

Participated in the third client meeting, helping with looking through website.

Uploaded Timesheet in Github.

Finished the slides for functionalities.

Share some functions we can use in out project.

5.3 Runtao Zhuge

Elected secretary

Participated in second week activities.

Raised question about pitch presentation and slides

Participated in the third client meeting, providing some similar websites.

Uploaded Timesheet in Github.

Came up with some questions to ask the clients in the meetings.

Built up project goals in the Github.

5.4 Menghan Li

Elected Chairperson.

To prepare for the second group meeting, providing some websites that the group could see.

Raise questions to clients which are related to the project in the meeting.

Participated in second week activities. uploaded

timesheet and minutes in Github.

Came up with some questions to ask the clients in the meetings.

Collected information from the third meeting.

6 Project Administration

Set up the functions we need to achieve in this project.

7 Requirements Elicitation

7.1 User Requirements

This project should let the students and university staff can work with.

They can quickly know what sort of projects they want to research. This project should sort out customers need and tell students what they need to achieve.

When people are using this website, they know who they are interacting with.

This project should handle complex circumstances.

This project should update requirements as well.

7.2 Lists of Tasks to do

Looking for software and websites that have similar functionalities.

Looking for tools and software for front-end and back-end development. Especially for the back-end, easy learning and handling tools would be required for the framework and database.

8 Adjournment

The next meeting is a group meeting and will be held at the weekly meeting time, and the next meeting will focus on milestones and getting started on the project.

Future meetings will be weekly and be held every Thursday at 12:00.