

Minutes of the Second Client Meeting

Team 5

Friday 6th May 2021

Chair Xuanji Li

Secretary Menghan Li

Members Yifei Xu
Runtao Zhuge

1 Time and Place

The second client meeting for the Master of Computing & Innovation Project was held in Teams at 10.30 Am on Thursday 6 May 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 Eighth client meeting for the Master of Computing & Innovation Project. The group members of our teams ask some questions about the design of interface.

4 Group Milestone

4.1 Overview

The team members ask some questions about the final milestone which due in this week.

4.2 Detailed Presentation

Firstly, we show the interface we write in the last few weeks.

Secondly, the client give some advices in this project.

After that, we ask some questions about what we need to do in the final milestone, and how to achieve those remained functions.

5 Individual Milestone Reports

5.1 Xuanji Li

Participated in Ninth week activities.

Participated in the Ninth client meeting, helping with writing this project

Elected Chair.

Uploaded Timesheet in Github.

Organized the group meeting.

Write the final milestone report.

5.2 Yifei Xu

Participated in Ninth week activities.

Participated in the Ninth client meeting, helping with writing this project.

Uploaded Timesheet in Github.

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

Share some functions we can use in our project.

Write the final milestone report.

5.3 Runtao Zhuge

Participated in Ninthweek activities.

Raise questions to customers which are related with the project in the meeting.

Participated in the Ninth client meeting, showing our project with clients.

Uploaded Timesheet in Github.

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

Write the final milestone report.

5.4 Menghan Li

Elected secretary.

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

Participated in Ninth week activities and meeting.

uploaded timesheet and minutes in Github.

Arrange the meeting with clients.

Write the final milestone report.

6 Project Administration

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

7 Requirements Elicitation

7.1 User Requirements

First of all, we need to re-adjust our interface and some functions according to the requirements of clients.

After that, according to the opinions of clients, the project upload interface .

In addition, this part of the database encountered some problems when it was displayed. We need to fix these problems, so that we can connect to the place and operate it once when we use it.

7.2 Lists of Tasks to do

The teams should finish the final milestone report.

The teams should write and revise the functions.

Those functions must be useful.

8 Adjournment

The next meeting is a group meeting and will be hold on Thursday at 10:00.

Future meetings will be weekly and be held every Thursday at 10:00.