

Minutes of the Twelfth Client Meeting

Team 5

Friday 28th May 2021

Chair Xuanji Li

Secretary Menghan Li

Members Yifei Xu
Runtao Zhuge

1 Time and Place

The Twelfth client meeting for the Master of Computing & Innovation Project was held in Teams at 10.30 Am on Friday 28 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

Making the register function and do some changes in proposal, since teachers need to write the proposal direction in each proposal.

4 Group Milestone

4.1 Overview

The team shows project demo with clients. After we finished describing each function in this project, clients gave us some advices.

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 presentation and how to achieve those remained functions.

Finally, clients tell us about the loop in this project.

5 Individual Milestone Reports

5.1 Xuanji Li

Participated in Twelfth week activities.

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

Elected Chair.

Uploaded Timesheet and other documents in Github.

Organized the group meeting.

Uploaded some changes about the project in Github.

5.2 Yifei Xu

Participated in Twelfth week activities.

Participated in the Twelfth 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 a new function about this project.

5.3 Runtao Zhuge

Participated in Twelfth week activities.

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

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

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

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 in Github.

Arrange the meeting with clients.

Write the final milestone report.

Change the interface about this project.

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, we need to create a loop between professor and administrator,

when professor creates a proposal, the administrator can give some opinions that would be shown in this website.

7.2 Lists of Tasks to do

The teams should finish presentation and Poster.

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.