Minutes of the eleventh Client Meeting

Team 5

Thursday 20th May 2021

Chair   **Menghan Li**
Secretary   Xuanji Li
Members   Yifei Xu

Runtao Zhuge

1 Time and Place

The eleventh client meeting for the Master of Computing & Innovation

Project was held in Teams at at 10:00 Am on Thursday 20 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 eleventh client meeting for the Master of Computing & Innovation Project. The group members of our teams and client We discussed the areas that need to be modified in the next project.

4 Group Milestone

4.1 Overview

The team members discuss about the outcome of the project so far.

4.2 Detailed Presentation

First, we showed the results and progress of our project so far, and clinet gave some suggestions and feedback based on our display.

The client has made specific suggestions for our project. In this project, the proposal should go through a series of reviews, and we should set a loop for the proposal to let him go through. We should also create a separate database.

5 Individual Milestone Reports

5.1 Xuanji Li

Participated in tenth week activities.

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

Elected secretary

Uploaded Timesheet in Github.

made notes and summaries about the content of the meeting.

For the code part, the functions of adding, deleting, modifying, searching, and some other basic functions related to javascript have been completed and modified.

5.2 Yifei Xu

Participated in eleventh week activities.

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

Uploaded Timesheet in Github.

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

In the code part, the parts related to the database and the background are completed, the user interface is beautified, and some basic functions of javascript are modified.

5.3 Runtao Zhuge

Participated in eleventh week activities.

In the code part, the functions related to the database and back-end are mainly completed, modified with php, and responsible for display.

Participated in the tenth client meeting, showing our project with

clients.

Uploaded Timesheet in Github.

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

5.4 Menghan Li

Elected Chair.

Participated in eleventh week activities and meeting.

uploaded timesheet and minutes in Github.

Arrange the meeting with clients.

In the code part, the layout and style of the page layout are completed and modified.

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

- The web page should have a one page pulldown menu, and a separate database.

- People outside the school can participate in the web process.

- A circle (a round) should be created as followed:

A proposal submitted first——>review(split)——>modify

Initial proposal created——> reveiwer review.

- The function of reject proposal should be added.

- reviewer can have some miner edits on the language.

- we should can track old versions.

- we should have a infromation page, for example: comp science 1234 to give some specific information.

- when review is typed in, we should see the comment on the review.

- we should have a filter for the proposal to be sorted.

7.2 Lists of Tasks to do

The teams should write and revise the functions.

Team members should modify the code and functional parts according to customer needs.

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.