Minutes of the First Client Meeting

Team 5

Thursday 10 March 2020

Chair   Runtao Zhuge

Secretary   Xuanji Li

Members   Yifei Xu

              Menghan Li

1 Time and Place

The first client meeting for the Master of Computing & Innovation

Project was held in Teams at at 12:00 pm on Tuesday 10 March 2020.

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 first client meeting for the Master of Computing & Innovation Project.

4 Group Milestone

4.1 Overview

The client and team members exchanged views on the preliminary preparations for the project.

4.2 Detailed Presentation

The team members asked some questions collected in advance about this project. The client gave detailed answers to the questions. For the initial planning of the project, the client gave some suggestions and requirements.

5 Individual Milestone Reports

5.1 Xuanji Li

Participated in first week activities.

Participated in the first client meeting, helping with requirements gathering.

Elected secretary.

Familiarized self with Github.

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

Add up columns and set up project module in Github.

Upload team Minute and Time-sheet.

5.2 Yifei Xu

- Participated in first week activities.

To prepare for the first group meeting and the initial stage of the project

- Participated in the first client meeting, helping with requirements gathering.

- Familiarized self with Github.

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

Upload Time-sheet.

5.3 Runtao Zhuge

Elected chairperson.

Participated in first week activities.

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

Participated in the first client meeting, helping with requirements

gathering.

Familiarized self with Github.

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

Upload Time-sheet.

5.4 Menghan Li

To prepare for the first group meeting and the initial stage of the project.

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

Participated in first week activities.

Participated in the first client meeting, helping with requirements gathering.

Familiarized self with Github.

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

Upload Time-sheet.

6 Project Administration

The progress of the project needs to be updated in Github.

7 Requirements Elicitation

7.1 User Requirements

In order to maintain effective communication with the group, customers need a channel to be established in Teams, and group members need to provide personal email accounts to participate in the channel.

The test data required by the project needs to be tested by the team itself and may be provided in the later process.

Agenda should be provided before next meeting.

7.2 Lists of Tasks to do

Establish effective communication channels with customers

Assign the tasks of the team members to ensure that each team member has a relatively even task.

Assign team roles to the project for the next several weeks.

Prepare for the first pitch presentation and ensure that the content to be presented is sufficient.

Looking for similar project proposal platform.

8 Adjournment

The next meeting is a group meeting and will be held in Teams, at 2:00

pm on Thursday 18 March 2010.

Future meetings will be weekly and be held every Thursday at 2:00.