

Minutes of the Second Client Meeting

Team 5

Friday 19th March 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 at 10.30 Am on Tuesday 19 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 Second client meeting for the Master of Computing & Innovation Project. The group members of our teams ask some questions about what functions do we need in this project.

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

Firstly, we asked what we need to prepare in the pitch presentation. Secondly, we asked more details about our project, and set some examples about what we found last week.

5 Individual Milestone Reports

5.1 Xuanji Li

Participated in Second week activities.

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

Elected Chair.

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 Second client meeting, helping with looking through website.

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.

5.3 Runtao Zhuge

Participated in second week activities.

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

Participated in the second 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 secretary.

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

Raise questions to customers 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.

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 using this website, they can know who they are interacting with.

This project should handle true process.

This project should update requirements as well.

7.2 Lists of Tasks to do

The teams should finish the slides of pitch presentation before next meeting.

The teams should determine the functions of this projects.

Those functions must be useful.

8 Adjournment

The next meeting is a group meeting and will be hold when the teams finish the slides of pitch presentation.

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