

Minutes of the Fourth Client Meeting

Team 5

Thursday 1 April 2020

Chair Runtao Zhuge

Secretary Xuanji Li

Members Yifei Xu
 Menghan Li

1 Time and Place

The Fourth client meeting for the Master of Computing & Innovation Project was held in Teams at 14:00 pm on Thursday 1 April 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 fourth client meeting for the Master of Computing & Innovation Project. The previous meeting was mainly about some issues of pitch presentation, such as how to make pitch presentation more successful.

4 Group Milestone

4.1 Overview

The team members and the client mainly discussed the tools that will be used in this project, and discussed web pages similar to this project.

4.2 Detailed Presentation

The team members raised some previous questions, and they were not sure about the tools to be used, and the client gave specific answers. In addition, the client gave some samples and templates to explain what the project should look like and what specific functions are mainly to be implemented.

5 Individual Milestone Reports

5.1 Xuanji Li

Participated in third week activities.

Elected secretary

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

Upload Time-sheet.

Edit project module in GitHub.

Looking for web pages similar to the project.

Learn and get familiar with the tools needed for the project.

5.2 Yifei Xu

Participated in third week activities.

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

Upload team Minute and Time-sheet.

Looking for web pages similar to the project.

Learn and get familiar with the tools needed for the project.

5.3 Runtao Zhuge

Participated in third week activities.

Elected chairperson.

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

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

Upload agenda and Time-sheet.

Learn and get familiar with the tools needed for the project.

5.4 Menghan Li

Participated in third week activities.

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

Upload Time-sheet.

Edit project module in GitHub.

Looking for web pages similar to the project.

Learn and get familiar with the tools needed for the project.

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

This project should handle complex circumstances.

This project should update requirements as well.

7.2 Lists of Tasks to do

Define software and websites that have similar functionalities.

Decide tools and software for front-end and back-end development.

Start to build the web framework.

Meet the requirement of milestone.

8 Adjournment

The next meeting is a group meeting and will be held at the weekly meeting time and will focus on milestones.

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