[HEat SECOND]

Meeting Minutes

**Date**: 30/05/2023

**Time**: 7PM-9PM

**Moderator:** Haoyan Wang

# In Attendance

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| Haoyan Wang |
| Dyla Qin |
| Cedric Chen |
| Yu Tian |
| Zhiyuan Chen |

# Agenda

Last meeting follow-up:

* Finalized the content of the questionnaire. (Will be done by Haoyan and Dyla)

New stuff:

**Project Timeline :**

Please kindly check the document Cedric uploaded (Project Table), if you have any question about the timetable please bring it to our next meeting.

**Software check** (Will be done by Yu Tian and Zhiyuan Chen)

**Function needs to be achieved :**

* Due Alert System
* Alert user when due is approaching (allow customized / default alert to suit everyone)
* User can cancel alert if they don’t want to be alerted
* Assessment Information Consolidation (main part)
* Course name and credit points
* Structure of the academic year (Display all sorts of assessments detail in one place)
* Percentage of the assessment
* When click the specific assessment, will show more detail:
* Exam

1. Exam coverage and exam location
2. Mock test (link)
3. Display due for releasing marks
4. Post questions regarding exam

* Coursework

1. Provide link to apply for extension
2. Requirements / marking criteria
3. Display due for coursework
4. Display due for releasing marks
5. Post questions regarding  coursework (discussion section)
6. Plagiarism Detection
7. Links for group collaboration (Teams, GitHub, group files, meetings , Kanban)

* Grade System
* Display grades of current year
* Display grades by far
* Display grades by module
* Grade Calculator
* Supporting Section
* Wellbeing
* Remote study support
* Study Plan
* Ask questions
* Suspension
* It service
* Career service
* Resit info
* Library appointment

**Use-case assign:**

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| --- | --- |
| **Name** | **Part** |
| Haoyan Wang | Due alert |
| Dyla Qin | Supporting page |
| Cedric Chen | Coursework |
| Yu Tian | Grade system |
| Zhiyuan Chen | Exam |

# Next Meeting

**Date**: 07/06/2023 **Time:** 7PM

**Location:** Teams online

**Meeting purpose:** discuss the prototype of our assessments tools

**Moderator**: Dyla Qin