Meeting Agenda (week 2)

Date Month Year, Duration

5/3/2021 13:30pm-15:30pm

Attendance:

Member	Attendance
Yuliang Ma	Yes
Jiawei Fan	Yes
Yuchen Wang	Yes
Xiaoxiang Kong	Yes
Yimin Xu	Yes

Tasks review (from last meeting):

1. Some research about the competitors of Cinefly has been done, though they may not be the main competitors from the client's perspective. The team is going to discuss competitors during this meeting.

2. Yuchen has already sent the email to the client about our confusions, plan and also told our client that we want to arrange a meeting with him, though has not received replies from him yet.

3. The team has thought about the project landing page and repository and will start to build them during the meeting.

Main objectives:

1. Discuss the competitors of the company and have some understanding of the business environment of the company in their field.

2. Discuss project milestones, scheduling and deliverable for this semester.

3. Understand some constraints of the project.

4. Build landing page and repository.

Competitors:

1. Tik tok is regarded as one of the competitors of Cinefly because our team thinks that similar to Cinefly, tik tok is a platform for people around the world to share videos, though the videos shown on Cinefly website are longer and meaningful in some aspects.

2. YouTube is another competitor of Cinefly because people can share meaningful videos on YouTube. The way of making profits for Cinefly is not clear to us at the moment so we are not sure if YouTube is actually Cinefly's competitor.

Project milestone, scheduling and deliverable:

1. From our perspective, we are supposed to deliver an algorithm, which is able to categorise videos, especially those with people in the video. By using some AI technology and machine learning knowledge, this algorithm can be used to automatically give labels to each video. We are still confused about what these labels are and will ask client for clarification.

2. Based on the project deliverable mentioned above, our team plans to do some background research and gain some knowledge about video processing before week 5. Simultaneously, we will study any resource from our client. After week 5, we will start coding on Cinefly's platform.

3. Our milestone is planned based on our time scheduling, we decide to have two milestones at the moment. Before week6, draw the skeleton of the project deliverable. On week 12, complete the algorithm and test the algorithm using different kinds of videos.

Constraints:

Since we have not got replied from our client yet, we consider the project constraints based on the project introduction. These constrains may not be that accurate and will be modified after we discuss constraints with our client.

1. From the reliability perspective, users will upload many videos, which may lead to the fact that our database and system cannot afford that much information, we may think of ways of filtering some videos and controlling the amounts of information in our system.

2. From the security perspective, Cinefly is responsible to avoid information leakage. Additionally, the database to store users' videos should be safe and stable.

Repositories and landing page:

1. GitHub will be used as the repositories; Jiawei is in charge of adding some directories to the GitHub repositories. Later the team will maintain the repository together.

2. Google site needs some titles and subtitle to make website look structured.

Critical decision made:

1. We have decided to have more formal meetings in a week, this is because we think one meeting per week is not enough to ensure that everyone is on the same page.

2. GitHub will be used as our project repository because it is manageable, and the team member has experience using similar software development and version control using git.

3. Google site will be used as our landing page, because it provides many models/patterns that can be used as our landing page and it is easy to use.

Task delegation:

Due to limited time, we did not finish discussing all the contents in the agenda, rest will be discussed in the next meeting.

Name	Task
Yuliang Ma	Continue doing some research on the competitors/edit the landing page
Yuchen Wang	Continue contacting our client and edit the landing page
Jiawei Fan	Build the GitHub repository and research on the business environment of Cinefly
Xiaoxiang Kong	Modify time scheduling and milestones
Yimin Xu	Modify constrains of our project