

Meeting Agenda (week 3)

Date Month Year, Duration

9/3/2021, 16:00pm-15:00pm

Attendance and attending method:

Yuliang Ma	Hold meeting with the client face to face and record the meeting contents for other remote members.
Jiawei Fan	
Yuchen Wang	
Kai Eris (Our client)	Face to face
Xiaoxiang Kong	Listen to the recording after the meeting and summarise the content.
Yimin Xu	

Tasks review (from last meeting):

1. Team members have checked the Cinefly's website again and downloaded the app. Every member has made a bit senses of what the company is doing and what their goal is.
2. GitHub and landing page has been set up and structured, waiting for adding information in.
3. The team has got more information about the client and the company.
4. The team has made a brief agenda about this meeting with client.

Main objectives:

1. Consult the client about the commercial background of Cinefly as well as their major competitor around the world.
2. Gain more information about the project, for example, what the client expects us to do and their expectation about our milestone and project time scheduling. This is necessary for tomorrow's audit.
3. Decide the meeting frequency with the client and the meeting method.

Commercial background:

1. Cinefly is a start-up company, which is still at development stage. The company's base is in gold coast and they have several design/software teams both in gold coast and Canberra.
2. Cinefly develops app and website to help video creators to create new videos. The company hired some professional directors to design and develop storyboards which can be used by any video creators. Those storyboards help creators to determine the frame and split of the videos, serving as a guidance for shooting videos to make the video better.

3. Correspondingly, Cinefly makes profits by designing storyboards and selling these storyboards to the video creators, therefore, the quality of the video of creators is improved.

Competitor:

1. We have asked the client whether Tik-Tok is their competitor, the client say Tik-Tok is not a major competitor of their company. As a start-up company with a unique and novel business model, there is not very similar company doing the same things as Cinefly.
2. The client mentioned a company called watch it as their competitor, although the team has done research and find that watch it is mainly doing some media work and does not find major competition with Cinefly. The team will talk with client again to clarify this.
3. Tik-Tok is a company relies on advertising business for making profits, while Cinefly relies on selling storyboards.
4. Tik-Tok share videos for the purpose of entertainment, while Cinefly pays more attention on sharing more meaningful videos with serious attitude. Cinefly aims to provide business parties and individuals with a high standard, professional and conveneient video creation experience.

Project Scope:

1. Our client will let his senior engineer contact us and give us access to some resources, for example, the label examples they are using to categorise videos.
2. The team only focuses on the algorithm part of categorising videos, but not other technical components, for example, database.
3. The team is expected to collaborate with the other software development teams to develop an algorithm to categorise videos.
4. The client expects us to do some research first and later he will provide us with some codes.

Time scheduling:

1. The client expects the company to develop a beta version of APP in July and tells us that their company is planning their month-to-month plan. Our project will be consistent with their development stages. Therefore, our schedule still needs to be modified.

Meeting:

1. The client is expecting to meet once per week to discuss the progress of the project but due to the fact that our client is busy, the actual day and time is not decided yet.

Statement of Work (SoW):

1. The team has shown the client our version of SoW and the client gives some suggestions and the team will send the modified version of SoW to the client and client will get it signed.

Critical decision made:

1. The team is going to arrange online meeting with client once per week.
2. The client will provide us with some resource later but meanwhile, we need to do some research by ourselves.

Task delegation:

Due to the fact tomorrow is audit, each member is assigned some tasks which need to be done in the evening.

Name	Task
Yuliang Ma	Modify project goal
Yuchen Wang	Get SoW signed later/Edit the landing page
Jiawei Fan	Modify introduction and scope of our project
Xiaoxiang Kong	Listen to the recording of the meeting and modify the time scheduling of our project
Yimin Xu	Listen to the recording of the meeting and modify the project constraints.