

# Meeting Agenda (week 2)

## Date Month Year, Duration

3/3/2021 13:00pm-15:00pm

## Attendance:

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

## Tasks review (from last meeting):

1. Each team member has read through the project introduction in the Techlauncher official website again and gain a deeper understanding of the project. Additionally, the team has gone to the Cinefly website and understood what the company is doing and their ambition. The team also download the Cinefly app and has a basic understanding of the progress of the software development.
2. Yuchen gets the email address of the client, though other contact details are missing (there is nothing about this on the website).

## Main objectives:

1. The main objective of this project is look at the audit requirement as a group and discuss the points which are required in the agenda of meeting with the client.
2. Discuss what should be included in the email to the client.
3. Decide our landing page and repository platform.

## Statement of Work (SoW):

1. The statement of work should conclude many aspects of the project, basically containing the agreements between the team and the client on the scope of the project, the commitment and responsibility of both the client and the team. During the next meeting with Kai, we should ask him about what we actually need to accomplish at the end of the project.
2. The scope of the project is also needed, we should ask what needs to be done by us, for example, do we need to actually develop the algorithm from scratch by ourselves, or will we be provided some code and resources that we can use.
3. The meeting time should also be included in the SoW, we should also discuss with Kai about the average workload of each week and time schedule of the project.

4. Remember the statement of work needs to be signed before the audit 1.

## **Client's vision and objectives:**

1. From our perspective, the ultimate of goal of Cinefly is to become the greatest video storyteller platform, any people can share video with others anytime, anywhere in the world.
2. We think the client wants to us to develop a video filtering/categorisation algorithm.
3. We still need to ask client what resource will be available to us.
4. How does the company make profits are do they have a major business competitor in their field?
5. It may be worth nothing here but we are also curious about the structure of the project and our position in the company so we may understand our project more.

## **Key Stakeholders:**

1. From the project introduction, the main stakeholder of will be our client.
2. The techlauncher course convenor and tutors will also give us some help.
3. Sponsor of this project, though we are too sure about this because this information is kind of private to a start-up company and we are not too sure if it is appropriate to ask client about this.
4. Shadow team.
5. Customers and users of the Cinefly platform.

## **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.

| <b>Name</b>    | <b>Task</b>  |
|----------------|--|
| Yuliang Ma     | Do some research on the competitors                                |
| Yuchen Wang    | Edit emails to the client, think about repository and landing page |
| Jiawei Fan     | Think about repository and landing page, project milestone         |
| Xiaoxiang Kong | Think about repository and landing page                            |
| Yimin Xu       | Think about repository and landing page                            |