Meeting Agenda (week 3)

Date Month Year, Duration

10/3/2021 13:30pm-15:30pm

Attendance:

Member	Attendance
Yuliang Ma	Yes
Jiawei Fan	Yes
Yuchen Wang	Yes
Xiaoxiang Kong	No
Yimin Xu	No

Tasks review (from last meeting):

1. Project goal has been modified and our goal in this semester is to develop an algorithm that can be used to classify videos into different categories using ML algorithms.

2. SoW has been emailed to our client, our client modified some contents and signed the SoW. According to the feedback from tutor, we are going to continue modifying SoW and contact our client for further confirmation.

3. Although two of our members are studying remotely, they have listened to the recording of the meeting with client and engaged with the project. The whole team has got a basic understanding of what we are going to achieve at the end of this semester.

Main objectives:

1. Discuss what can be improved and what tasks are left to do based on the feedback from tutors and peers during the tutorial, because it seems that our team has fallen behind a bit compared to other groups. We need an urgent improvement to meet the average level of project progress, this is the main purpose of this urgent meeting.

2. Assign tasks to each member to work on the repository and landing page, improving the project management quality.

3. Get everyone involved in this project.

Tasks pending to be improved/done:

1. Landing page needs to be polished up. This is based on the feedback from tutors, we are not adequately prepared for the audit 1 presentation meeting. Compared to presentation delivered by other groups, we do not have an PPT to show our progress. Additionally, our landing page has too many texts and lacks pictures. We have to assign tasks explicitly to

improve our landing page and repository, at least having a clear structure by the end of this week.

2. Documents are not categorised, there are several reasons causing this problem. Firstly, we did not assign tasks properly before audit 1 to finish tasks. Secondly, we did not prepare a structure for landing page before meeting with client, therefore, when we were told that we would meet with client only one day before the audit, we did not have enough time to elaborate our presentation for presentation.

3. Instead of getting an oral consensus among the team members, it is better for us to document our decisions, thinking and discussion. Not only for reviewers being able to review our work but also for our team members to reflect on our progress.

Improvement plan

1. Tutors asked the problem about the business environment and competitors of the company, we answered the question, but the tutor suggested that we should record this, showing that the team has done much thinking and work. Therefore, we should think of ways to record all our thinking and progress.

2. It may be worth nothing here, but in borderline cases, the business environment and competitor of the client's company has something to do with our project. Also, the tutor has mentioned about the competitors, therefore, we are planning to have a more detailed business analysis of the client company, including the competitors and how the company makes profits.

3. The project boundary and project schedule should be elaborated. As for the project boundary as we mentioned in the audit that we are working with several other software develop team to develop some functions that the Cinefly APP plans, tutors and peers might be confused about our project boundary. Are we working with others to finish a project or we as a team is responsible for one project? We need to explain this in the SoW and somewhere appropriate. As for the project schedule, the client is expecting to have their beta version app available before June, therefore, we assume that the client is also expecting us to complete the project before the end of this semester so that they have time to integrate our algorithm into their APP if possible. Therefore, our project schedule will be based on the goal of delivering a working algorithm before the end of May. Detailed schedule information will be discussed.

4. Project risks and constraints need to be reconsidered. We misunderstood the risks and constraints, we regarded them as the risks and constraints of the Cinefly company but not our project's risks and constraints. Technical constrains will be the main constraints of our project, we are supposed to use the programming language and libraries that the client requires to complete the project. Basically, we have constraints on the resources that our client provides us with.

Task delegation:

Due to the fact of lacking some important documents in our repositories, we delegate work based on the feedback from our tutor, aiming to improve the quality of project management at the moment.

Name	Task
Yuliang Ma	Summarise what the tutors said in the tutorial and document them in the repository
Yuchen Wang	Continue contact with our client and arrange meeting with our client
Jiawei Fan	Record meeting minutes and work on the project schedule
Xiaoxiang Kong	Work on decision log
Yimin Xu	Risk management and constraints