

Meeting Agenda (week 2)

Date Month Year, Duration

6/8/2021 15:30pm-16:30pm

Attendance:

Member	Attendance
Yuliang Ma	Yes
Jiawei Fan	Yes
Yuchen Wang	Yes
Xiaoxiang Kong	Yes
Yixian Qiu	Yes
Jiaye Li	Yes

Main objectives:

1. Discuss the first version of SOW.
2. Project scheduling

SOW:

1. The team has different ideas about the goals of the project. Some people think the project goal should be develop an algorithm which can be directly used to get the labels, others think instead of designing an algorithm, we are going to find suitable APIs and integrate them into an algorithm. We reach a consensus that yes we are going to develop an algorithm, but the algorithm itself is composed of several existing APIs. Our work will be mostly integrating those APIs and standardise the input and output.
2. We did a business analysis of the Cinefly company. People have different opinions about the aim of the company. Some people think the company offers a platform where people around the world can share their life, which is similar to the Tik tok. Others think Cinefly is much more serious and the videos people share are not for entertainment, but to have positive impact on the society. We finally make an agreement that Cinefly design storyboard and director guideline to the users, users can shoot videos according to the director guidelines. Cinefly aims to make the video more serious and meaningful, which can lead to a positive effect on the society.

Project scheduling:

1. The team has already finished a draft version of USM, which contains the tasks that the team need to complete in this semester. But we have not decided the releases and duration of each sprint and etc.

2. Therefore, we plan to use planning poker technique to decide the duration of each release.
3. We firstly chose designing database as a baseline and compare the complexities of other tasks to it. We had some disagreement on certain user stories. We explained our own thoughts to the team and finally we made a consensus of the user story points of each user story.
4. We further think about the workload of each of us for a week. Each of us may have 5 hour individual workload for the allocated user stories, another 5 hours work will be allocated for tutorial, lecture, meeting and etc.
5. We also estimate the percentage of unproductive time to make sure that we can be on track of the plan. There are three releases of the project, where first one is the concept proofing stage, the second one is refinement stage and the third one is for bonus tasks and handover.

Prepare for audit presentation:

1. We have decided the length of the presentation of be around 15-20mins.
2. Each of us will be involved in the presentation, each one is allocated to a part which is related to what he/she has done.

Task delegation:

Name	Task
Yuliang Ma	Audit SOW introduction
Yuchen Wang	Project scheduling introduction
Jiawei Fan	USM introduction
Xiaoxiang Kong	Decision making and problematisation analysis
Jiaye Li	Team charter introduction
Tao Qu	Identification of risks, resources and potential costs
YiXian Qiu	Technical and other constraint's introduction