

THE UNIVERISTY OF NOTTINGHAM NINGBO CHINA
SOFTWARE ENGINEERING GROUP PROJECT
TEAM 17

Basic Information	
Meeting name	First meeting with supervisor
Date	13 - Oct - 2020
Time	13:00 – 14:00
Venue	PMB 428b
Goal	Detailed information about project
Chairperson	Yizirui FANG
Secretary	Shihui QUE
Attendance	
Team Attendee	Shihui QUE, Yizirui FANG, Shengnan HU, Hongming PING, Qiyuan WANG
Supervisor Attendee	Matthew Pike,
Absent	
Late	Qiyuan WANG
Early leave	
Meeting summary	
Matters arising from previous meeting	
Minutes of last meeting	NO
Matters arising	NO
Chair's business	
Issues	Result

Repository	Campus GitLab
Necessary literatures	NO
Equipment	Mobile phones with iOS 14 and Android 10
Open issues	
Issues	Result
The project website development and hosting	Overall team responsibility
Algorithm	No help from supervisor
Test environment	Campus road
Requirement	See bid
Weekly meeting time slot	Every Tuesday from 9:00 – 9:30 am.
Next meeting	Requirement document and details about project
This week task	Requirements gathering and modeling based on this meeting
Q & A	
Issues	Result
NO	NO
Comment	
Issues	Result
NO	NO