

# Minutes of the Group Meeting

Friday 4 April 2025

**Secretary** Daming Chen

**Members** Weian Liu

Silin Ren

Zixuan Li

Emmanuel Philipose Antony

**Apologies**

None.

## 1. Time and Place

The group meeting for the MCI Group Project was held in online(Teams) **at 7:00 pm on Friday, April 4, 2025** .

## 2. Quorum Announcement

The Chair announced that a quorum of the group was present, and the meeting was convened officially.

## 3. Presentation

### 3.1 Prototype Progress

**Weian Liu** presented the current progress and content of the prototype:

- Added a "Watchlist" button in the sidebar and a return-to-homepage feature (as advised by Dr. Lee).
- Included a "Contact Us" button on login/signup pages (later adjusted to a pop-up based on Emmanuel's suggestion).
- Created a dedicated Watchlist page with movie recommendations, search functionality (limited to the watchlist), and options to create multiple lists (simplified to a single list for initial development).

**Emmanuel's** feedback:

- Avoid duplicating the global search bar on the homepage; keep watchlist search localized.
- Prioritize core features (e.g., single watchlist) due to time constraints; multi-list support deferred.

## 4. Business Case Draft

### 4.1 Business Case Outline

**Silin Ren** shared an outline covering:

- Executive Summary: Project goals, target audience, and problem statement.
- Motivation: Market gaps, competitor limitations, and unique value proposition.
- Schedule: Gantt chart or task list for milestones (e.g., prototype uploads, development phases).
- Communication Plan: Client meeting logs, GitHub updates, and weekly timesheet submissions.

**Formatting guidelines:**

- Use 12pt font for body text, bold headings (e.g., 14pt).
- Include diagrams or prototype screenshots in appendices for clarity.

## 5. Requirements Elicitation

### 5.1 Task Assignments

**Business Case**

- Part 1 (Summary, Motivation): Handled by Weian Liu and Zixuan Li (based on pitch presentation content).
- Part 2 Collaborated on by Emmanuel, Silin Ren, and Daming Chen:
  - Milestone & Objectives handled by Emmanuel
  - Task Breakdown & Gantt Chart handled by Silin Ren
  - Team Organization & Communication Plan handled by Daming Chen

### 5.2 Lists of Tasks to do

- Upload the finalized prototype to GitHub (tagged as "Current Week Version").
- Complete the business case draft by Saturday evening.
- Schedule a follow-up meeting at 5:00 PM (Saturday) to review progress.

## 6. Management

- Encouraged timely completion and submission of individual timesheets.

## 7. Adjournment

The next group meeting will be held online via Teams **at 7:00 pm on Monday 7 April 2025**.

The meeting closed at 8:00 pm.