

# Minutes of the Group Meeting

Friday, March 21, 2025

**Secretary** Weian Liu

**Members** Weian Liu  
Zixuan Li  
Silin Ren  
Daming Chen  
Emmanuel Philipose Antony

**Apologies**

None.

## 1. Time and Place

The group meeting for the MCI Group Project was held in online(Teams) at 1:00 pm on **Friday, March 21, 2025**

## 2. User Stories Discussion

**New features:** updated the user story with new features based on Dr. Li's suggestions, which were discussed and agreed upon by the team.

**Content Adjustment:** moved some of the early content to Sprint 2 so that Sprint 1 focuses mainly on environment configuration.

**Environment Configuration:** The team agreed to prioritize building the development environment in Sprint 1 as suggested by Dr. Li to lay the foundation for subsequent development.

**Basic functionality:** emphasized the need to make a clear distinction between basic functionality and expansion plans. For example, “forgot password” is a basic feature that must be available at the beginning of the release.

**Future Plans:** Functionality such as social media logins/Personalized search results are future extensible and are not a priority for the current release.

## 3. Pitch presentation

**Presentation Focus:** presentations should be centered on “ project attractiveness ” and “conceptual expression” , avoiding too much technical detail.

**Visual Content:** Emphasizes the use of images to enhance the attractiveness of the presentation and make the content easy to understand.

**Space for revisions:** first version can be submitted and final revisions can still be made based on

feedback before recording the video.

## **4.Management**

**Hours Submitted:** reminds the team to submit timesheets on time every day.

## **5. To-do List**

- Send updated user story files to the team(Weian, Zixuan)
- Add a “future plans” section to user stories, separate from acceptance criteria(Weian, Zixuan)
- Completion of the first draft of the slides(Weian, Zixuan)
- Convene an environment setup meeting(Emmanuel, Silin, Daming)
- Provide the technical content required in the slides(Emmanuel, Silin, Daming)
- Daily upload of timesheets to designated folder (All members)
- Upload minutes and agenda to folder (Weian)

- Prepare for the next meeting on Monday, March 24, 2025, at 7:00 PM.

Meeting Adjourned: 2 PM