/MEETING MINUTES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | Group Dividing Development | | |
| **Date of Meeting:** | | March 4, 2022 | **Time:** | 9:00 p.m. – 9:40 p.m. |
| **Minutes Prepared By:** | | Mu Di | **Location:** | X9310 |
| **1. Meeting Objective** | | | | |
| Determine the overall development process; Team members were grouped according to their knowledge reserves; After communication among the members, the tools for agile development were decided. | | | | |
| **2. Attendees** | | | | |
| Chen Runsheng, Cheng Weishi, Fan Shiqing, Li Peishuo, Mu Di, Sheng Junjie | | | | |
| **3. Agenda and Notes, Decisions, Issues** | | | | |
| **Topic** | **Discussion** | | | |
| **Divide the function organization for the development of Wechat Mini Program** | The team members then read the project requirements carefully and drew the functional structure diagram as our development memo. In addition, according to the knowledge each member learned in the winter vacation, we divided the team into two parts, front-end group and back-end group, which were developed from different directions and prepare realized docking in the end. | | | |
| **Discuss the most basic development task in next step** | With the functional structure graph completed, we agreed at the meeting that the most basic task of the front-end group was to develop user-relevant pages. Such as login and registration. The most basic task of a back-end group is to create a database and JPA interface. | | | |
| **Agile development and the tools it need to use** | We discussed agile development principles to follow and designed a process for the rest of the development works. In addition, we decided to use Kanban as our agile development tool. | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Action Items** | | | | |
| **Action** | | **Assigned** | **Due Date** | **Status** |
| 1 | Complete the tasks assigned at this meeting | All member | Before next meeting | Open |
| 2 | Try connecting the completed front-end page to the back-end interface | All member | Before next meeting | Open |
| 3 | Further designed and optimized for front-end | Front-end group | Before next meeting | Open |