/MEETING MINUTES

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| **Meeting/Project Name:** | | Technology and Tools Learning Guidance Meeting | | |
| **Date of Meeting:** | | January 22, 2022 | **Time:** | 9:30 p.m. – 10:40 p.m. |
| **Minutes Prepared By:** | | Mu Di | **Location:** | Online |
| **1. Meeting Objective** | | | | |
| Define the basic structure of the project and select the techniques, frameworks and tools to be learned together. | | | | |
| **2. Attendees** | | | | |
| Chen Runsheng, Cheng Weishi, Fan Shiqing, Li Peishuo, Mu Di, Sheng Junjie | | | | |
| **3. Agenda and Notes, Decisions, Issues** | | | | |
| **Topic** | **Discussion** | | | |
| **Determine the purpose and structure of the project** | We need to complete a gym booking app, which can be selected from Android App, IOS App and Wechat Mini Program. We need to evaluate their development methods and how difficult they are to develop in meetings and make a choice. | | | |
| **Discuss the knowledge of each team member** | Before starting, we need to have an understanding of each other's skills and identify what the team members are better at, so as to provide reference and guidance for us to choose the development route in the future. | | | |
| **Determine the skills required** | We finally decided to develop a Wechat Mini Program. After understanding the current knowledge reserve of each member, we had a further communication and decided the basic technology we needed to use for the development project: Java EE as the main development language, Maven as the construction tool. In addition, various front-end frameworks and languages are required as well. | | | |

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| **4. Action Items** | | | | |
| **Action** | | **Assigned** | **Due Date** | **Status** |
| 1 | Understand the development process and structure of Wechat Mini Program. | All member | Before next meeting | Open |
| 2 | According to the team members to learn the content and degree, divided into different groups, assign different tasks. | All member | Before next meeting | Open |
| 3 | Understand the considerations of agile development and choose the right AIDS tools. | Scrum Master | Before next meeting | Open |