**Minutes of the First Client Meeting**

Team 7

Thursday, 11th March 2021

**Chair**: Ian Knight

**Secretary**: Haoyu Wang

**Attendance**: Chun Yee Herman Lai

Fangyu Yuan

Haoyu Wang

Zhendong Shi

Ian Knight

Team 8 members

**Minutes Prepared By**: Chun Yee Herman Lai

**Apologies**: None

**1 Time and Place**

The *first* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:00pm on Thursday 11th March 2021**.

**2 Purpose of Meeting**

The first meeting was to get more details about the project from the client to understand the user requirements and needs. We should have a better picture of how we get it started after this meeting.

**3 Meeting Agenda**

* Client gave an introduction of this project to both teams(7 & 8)
* Read users’ shift in Microsoft team
* Get data of courses from the course planner
* Compare the two pieces of data to see if they agree
* Briefly went through the user requirements
  + Work with the Microsoft Teams Shift API and sync data from the following part
  + Design a web scrapper to read data from a different source such course planner
* Language suggestion
  + Javascript
  + Python
  + Ruby

**4 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Research on Microsoft Teams Shift and web scraping | Chun Yee Herman Lai | 18/3/2021 |
| 2 | Make decision on which part to start with | Chun Yee Herman Lai | 18/3/2021 |
| 3 | Decide communication method with Team 8 | Chun Yee Herman Lai | 18/3/2021 |
| 4 | Research on Microsoft Teams Shift and web scraping | Fangyu Yuan | 18/3/2021 |
| 5 | Make decision on which part to start with | Fangyu Yuan | 18/3/2021 |
| 6 | Decide communication method with Team 8 | Fangyu Yuan | 18/3/2021 |
| 7 | Research on Microsoft Teams Shift and web scraping | Haoyu Wang | 18/3/2021 |
| 8 | Make decision on which part to start with | Haoyu Wang | 18/3/2021 |
| 9 | Decide communication method with Team 8 | Haoyu Wang | 18/3/2021 |
| 10 | Research on Microsoft Teams Shift and web scraping | Zhendong Shi | 18/3/2021 |
| 11 | Make decision on which part to start with | Zhendong Shi | 18/3/2021 |
| 12 | Decide communication method with Team 8 | Zhendong Shi | 18/3/2021 |

**5 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 18th March 2021.

The meeting closed at 2:55pm.