**Minutes of the Second Client Meeting**

Team 7

Thursday, 18th March 2021

**Chair**: Fangyu Yuan

**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 *second* client meeting for the Computing and Innovation Group Project was held via **Zoom** at **2:30pm on Thursday 18th March 2021**.

**2 Purpose of Meeting**

The second meeting was to clarify the user requirements and suggest tools for the project, as most of us did not understand some specific needs. Our client would go through the project in deep, ensure every one of us understands the task.

**3 Meeting Agenda**

* Task Clarification
  + This system is only for the client
  + All function should be integrated into one application
* Tools suggestion
  + Microsoft Graph API
  + Web-scraper
  + Visual Studio Code
* Report Team progress
  + Task completion
  + Ongoing items
  + Project schedule
* Question
* Method of passing data among two teams’ programs.
* Suitable languages.
* Suitable framework.
* Access

**4 Task Clarification**

* This system is only for the client, nothing involved with teacher and student
* Details on customer demands, the API supposed to show the course code, time and related workshop and practical information
* Notification for what is the update like what class is canceled, course time changed
* Local database is optional
* Access to Microsoft Teams Shift API will be available in the following week
* We should decide what language we will use by ourselves
* It’s our job to determine which method would be used to pass data between two teams’ programs

**5 Lists of Tasks to do**

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* |
| 1 | Get access to Team 8’s local database | Chun Yee Herman Lai | 21/3/2021 |
| 2 | Research on the structure of MS Shift API | Chun Yee Herman Lai | 25/3/2021 |
| 3 | Decide language to work on MS Shift API | Chun Yee Herman Lai | 25/3/2021 |
| 4 | Structure pitch presentation | Chun Yee Herman Lai | 26/3/2021 |
| 5 | Get access to Team 8’s local database | Fangyu Yuan | 21/3/2021 |
| 6 | Research on the structure of MS Shift API | Fangyu Yuan | 25/3/2021 |
| 7 | Decide language to work on MS Shift API | Fangyu Yuan | 25/3/2021 |
| 8 | Structure pitch presentation | Fangyu Yuan | 26/3/2021 |
| 9 | Get access to Team 8’s local database | Haoyu Wang | 21/3/2021 |
| 10 | Research on the structure of MS Shift API | Haoyu Wang | 25/3/2021 |
| 11 | Decide language to work on MS Shift API | Haoyu Wang | 25/3/2021 |
| 12 | Structure pitch presentation | Haoyu Wang | 26/3/2021 |
| 13 | Get access to Team 8’s local database | Zhendong Shi | 21/3/2021 |
| 14 | Research on the structure of MS Shift API | Zhendong Shi | 25/3/2021 |
| 15 | Decide language to work on MS Shift API | Zhendong Shi | 25/3/2021 |
| 16 | Structure pitch presentation | Zhendong Shi | 26/3/2021 |

**6 Adjournment**

The next meeting is a joint-group meeting with team 8 and will be held on Thursday 25th March 2021.

The meeting closed at 3:15pm.