**The Second MCI Project Meeting Agenda**

Team 7

*The second MCI group Project client meeting will be held via Zoom at 2:30 pm on 18th March 2021*

**Chair**: Fangyu Yuan

**Secretary**: Haoyu Wang

**Attendance**:

Ian Knight (supervisor)

Chun Yee Herman Lai (Team 7) Aditya Chourasia (Team 8)

Fangyu Yuan (Team 7) Jinchen Song (Team 8)

Haoyu Wang (Team 7) Luoyang Xing (Team 8)

Zhendong Shi (Team 7) Nivedita Potluri (Team 8)

**1 Agenda**

* Task Clarification
* Report problems and solutions
* Report action progress
* Question

**2 Problems and Solutions**

As we were supposed to split the task with two teams, we decided that Team 7 will be working with the Microsoft Teams Shifts API; Team 8 will be working on web scraping. Since both teams did not understand some user requirements, we have no idea how to start with.

**3 Action Progress**

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

**4 Question**

* Do we have access to work on the Microsoft Teams Shifts API? How can we get authorization?
* To get detailed customer demands/requirements. What does our software ultimately need to achieve?
* Will the system cover both teacher and student schedules? Like teacher's calendar, student calendar. If yes, how can we get the student enrolment info to know which courses the student chose?
* Does the system look like a personal calendar or a public calendar to show all the Uni courses and activities?
* Will the system notify the student and teacher what they are going to next day or next few hours?
* Do we have to make the user login with their school email? Or we can make it in a simple way like register before using it.

Note: Next meeting will be held on 25th March 2021.