**Annex 1**

First Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2022-10-20 |
| **Time:** | 20:00 – 20:30 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| --- | --- | --- |
| Discussion Topic | Start Time | End Time |
| 1. Distribution of Leadership Role   We discussed what leadership roles are suitable for ourselves, and we consistently agreed as below:  Ben - Technical Lead  Jay – Product Owner  Saul – Scrum Master | 20:00 | 20:15 |
| 1. Preparation for initial meeting with client   We prepared the different questions for the following meeting. | 20:15 | 20:30 |

## Additional information:

Next meeting will be held on 2022-11-05

Second Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2022-11-05 |
| **Time:** | 20:00 – 20:30 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| Discussion Topic | Start Time | End Time |
| 1. Reiteration of the initial client meeting   We brought up the main point about the initial client meeting including the client’s aims and requirements. | 20:00 | 20:20 |
| 1. Plan sprints   We assigned Saul to plan the sprints for the group project. | 20:20 | 20:30 |

## Additional information:

Next meeting will be held on 2022-11-19

Third Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2022-11-19 |
| **Time:** | 20:00 – 20:30 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| --- | --- | --- |
| Discussion Topic | Start Time | End Time |
| 1. Discussion of the interfaces   We discussed about the interfaces for Administrator and General User. | 20:00 | 20:30 |

## Additional information:

Next meeting will be held on 2022-12-03

Fourth Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2022-12-03 |
| **Time:** | 20:00 – 20:30 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| Discussion Topic | Start Time | End Time |
| 1. Working progress   We updated the work progress for ourselves.   * Ben was preparing the coding. * Jay assisted in the prototype design. * Saul concentrated on the sprint planning and reviews. | 20:00 | 20:25 |
| 1. Preparation for second meeting with client   We prepared the different questions for the following meeting. | 20:25 | 20:30 |

## Additional information:

Next meeting will be held on 2022-12-17

Fifth Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2022-12-27 |
| **Time:** | 20:00 – 20:40 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| Discussion Topic | Start Time | End Time |
| 1. Reiteration of the second client meeting   We discussed the second client meeting, refining the client’s aims and requirements. It's including the plan objectives and what technologies will be used. | 20:00 | 20:20 |
| 1. Work progress   We updated the work progress for ourselves:   * Ben focused on the API installation for the website in different versions. * Jay was showing the initial prototype. * Saul refined sprints and designed UML diagrams through (draw.io). | 20:20 | 20:35 |
| 1. Preparation for third meeting with client   We prepared the different questions for the following meeting. | 20:35 | 20:40 |

## Additional information:

Next meeting will be held on 2022-12-31

Sixth Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2022-12-31 |
| **Time:** | 20:00 – 20:30 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| Discussion Topic | Start Time | End Time |
| 1. Reiteration of the third client meeting   We brought up the main point for the third client meeting, including:  - Refine the client's requirements, it should be available for Administrator, General user, Expert User and Moderator. | 20:00 | 20:20 |
| 1. Preparation of the Marketplace Demo   We discussed the following progress for the Marketplace Demo, including:  - Presentation to client  - The prototype showcases  We also discussed about the risk management and refined the communication management. And we prepared the different questions for the four client meeting | 20:20 | 20:30 |

## Additional information:

Next meeting will be held on 2023-01-14

Seven Meeting Minutes

[COMP2003HK Computing Group 6 Project]

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| --- | --- |
| **Date:** | 2023-01-14 |
| **Time:** | 20:00 – 20:30 |
| **Location:** | Online meeting via ‘Zoom’ |
| **Member:** | Ben, Jay, Saul |

# Agenda:

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| --- | --- | --- |
| Discussion Topic | Start Time | End Time |
| 1. Reviews of the client  * Discussed about the client’s reviews. * Collected the client's improvement. * Refined the prototype and the sprints. | 20:00 | 20:30 |

## Additional information:

Next meeting will be held on 2023-01-28