

# MEETING MINUTES

Date	23 <sup>rd</sup> October 2024	Time	20:00 – 20:40
Secretary	Aijia Yu	Chairperson	Minghe Xu
Attendees	Ziyu Jia, Lik Wei Chan, Aijia Yu, Peifeng Liu, Jey Vi Tan, Minghe Xu		
Absent person (Reason)	N/A		
Location	Online (Teams)		

## AGENDA DETAILS

Agenda	Discussion
Review this week’s informal meeting	<ul style="list-style-type: none"><li>Initial role of members</li><li>Software development method: Scrum + Kanban</li></ul>
Review the software development method and timeline	Discussed how we are going to develop software by using Scrum and Kanban.
Review tech stack and tools	Discussed the potential software and tools we are going to use.
Team conflicts	We shared potential sources of conflict during the meeting, such as things we do that might annoy other members and things others do that might annoy us.

Next tasks	<ol style="list-style-type: none"> <li>1. Team members must get familiar with software and tools that we are going to use during the project, such as GitLab, python, etc. (Due 29<sup>th</sup> October 2024)</li> <li>2. Design system architecture. (Due 27<sup>th</sup> October 2024)</li> <li>3. Design UML diagram. (Start on 28<sup>th</sup> October 2024)</li> </ol>
Next informal meeting	28 <sup>th</sup> October 2024

## ACTION POINTS

Person in charge	Finish time	Requirement
All	20:30	Sharing team conflicts.
All	20:40	<ol style="list-style-type: none"> <li>1. All team members must get familiar with software and tools that we are going to use during the project ASAP. (Due 29<sup>th</sup> October 2024)</li> <li>2. Designing system architecture. (Due 27<sup>th</sup> October 2024)</li> <li>3. Start to design UML diagram after next informal meeting. (Start on 28<sup>th</sup> October 2024)</li> </ol>

## Next Meeting

<b>Date</b>	30 <sup>th</sup> October 2024	<b>Time</b>	16:00 – 17:00
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<b>Secretary</b>	Peifeng Liu/ Lik Wei Chan	<b>Chairperson</b>	Peifeng Liu/ Lik Wei Chan
<b>Location</b>	PMB449		