**Meeting Minutes [1]**

Date: 10 March 2021

Time: 19:00 PM to 21:30

Location:Wechat

A screenshot of a phone

Description automatically generated with low confidence

Members present:

* Jiesheng(Jackson) Liang
* Kaijun(Dennis) Peng
* Liu Yu
* Haochen zhang
* Bingyan chen

Agenda:

* Team building
* First meeting checklist
* Tutorial questions workout

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| No. | Items | Presenter | Action by |
| 1. | Team building | All the members | All the members |
| 2. | First meeting checklist   * Task 1   + Our target user group characteristics:     - University Student     - New to web development     - IT and non-IT background     - Admin and normal user     - High marks goals   + The website will not be officially affiliated to University of Sydney   + Tasks that users can do in our website     - Login     - Register     - Knowledge Base       * Java,python,python bottle       * How the Web works       * HTML and CSS basics       * JavaScript       * Web application frameworks     - Admin role – add, delete and mute users (prevent users from messaging other users)     - User role – message other users     - Discussion forum – users and/or admin to message each other. * Team contract (see project repo, (./Meeting minutes/Team contract)) | All the members | All the members |
| 3. | Plan out next meeting   * PACT analysis * Investigation protocol and findings * Share notes on implications of PACT analysis and form artefact for project * Project Task 2 | All the members | All the members |

Minutes prepared and recorded by: Bingyan Chen

Confirmed by: Kaijun(Dennis) Peng, Jiesheng(Jackson) Liang, Liu Yu, Haochen zhang