## Minutes of meeting 9

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2021.03.02  Start time:  14:00  End time:  15:00 | Meeting Topic/Objectives  1. Current work report 2. Discuss status report content 3. Assign status report writing tasks 4. Discuss the problems in team work engineering and the measures to be taken |

Group members present at Meeting:

Cao Zheyang

Jin Penglin

Ni Binbin

Jiang Zixin

Absent:

None

Meeting was Face-to-face: N

Actions from previous meeting:

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| **Actions:**   1. Make part of the front-end interface. 2. Make part of the back-end function. 3. Improvement of project management documents | **Who?**  Ni Binbin  Jin Penglin  Jiang Zixin | **Completed Y/N?**  **Y**  **Y**  **Y** |

Actions from this meeting：

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| **Decisions/Actions:**   1. Continue to work. 2. Finish status report    1. Executive Summary    2. A brief project description. 3. Finish status report    1. An overview of project objectives, scope, approach, major milestones and deliverables.    2. Response to recommendations have been addressed   Suggestion: need project features  Response: Add unique features   * 1. The new variations   Add the team collaboration function   1. Finish status report    1. Project status summary       1. Completed work       2. Unfinished work       3. Issues 2. The initial progress of the project is slow 3. Did not communicate with client in time 4. The communication among project members was not timely 5. Project file management confusion    1. The improvement suggestions.       1. Speed up project progress       2. Strengthen communication with client       3. Regular meetings within the team       4. Project upload to GitHub in time | **Who?**  All Group Members  Ni Binbin  Cao Zheyang  Jiang Zixin | **When by?**  None  2020.03.06  2020.03.06  2020.03.06 |

Cao：The quality review will be carried out next week. We need to sort out the work we have done so far and write a status report.

Jin: I have already completed the code for some functions, user management function, permission management function and so on. I should be able to get some done in the remaining days.

Ni: I can also do some front-end programming work in the near future.

Cao: Let's discuss the problems of the team.

Jin: Team members did not communicate in a timely manner and project document management was chaotic.

Jiang: And the early stage of the project is slow and the communication with client is not timely.

Cao: So, the solution to the problem is…

Jiang: Have regular meetings.

Cao: Project upload to GitHub in time.

Jiang: And strengthen communication with client.

Cao: Speed up project progress.

Jiang: I can finish the second half of the report. That is, project status and problem analysis.

Cao: I can responsible for overview of project objectives, scope, approach, major milestones and deliverables and new variations. Most of these are the same as the proposal.

Ni: I'll write the rest.