

# **Minutes of the First Group Meeting**

Group 7

Monday 11 March 2023

**Chair** Qingyan Yang

**Members** Lize Chen, Yanlin Du, Guochang Chen

**Apologies** None

## **1. Time and Place**

The first group meeting for the MCI Project was held on **zoom meeting at 7:00 pm on Saturday 11 March 2023.**

## **2. Quorum Announcement**

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

## **3. Summary of Previous Meeting**

The Chairman had shortly recalled the last meeting: the customer stated the main functional requirements for the project; each of the team members proposed their opinions on the project administration regulations, and the general administration regulations were unified.

## **4. Group Accomplishments**

### **4.1 Overview**

Followed through with the agenda items and schedule, accomplished the following tasks: the requirements confirmation; project technology stack confirmation and individual-task distribution; Frame of the incoming pitch presentation discussion and individual-task distribution. In addition, the group members have gained greater clarity on their weekly tasks.

### **4.2 Detailed presentation**

- Requirements confirmation: see **7. Requirements Elicitation** for detail
- Project technology stack confirmation and individual-task distribution:

Some certain technical skills are acquired by some of team members, while some other technology still need to be learnt from scratch. There are currently two weeks left for learning. Qingyan Yang and Yanlin Du have expressed interest in using this opportunity to acquire new knowledge, and task assignments have been made based on everyone's preferences. If time becomes tight later on, the team will adopt a mutual assistance approach to ensure task completion. The results that were reached after the discussion are as bellows:

front-end: **HTML, CSS, JavaScript, React, photoshop** ----->>>Yanlin Du & Lize Chen

back-end: **python/Django, MySQL**----->>> Guochang Chen & Qingyan Yang

- Slides frame of the incoming pitch presentation discussion and individual-task distribution:
  1. Introduction ----->>> Lize Chen
  2. A brief WHAT----->>> Qingyan Yang
  3. To solve this WHY/Benefit----->>> Guochang Chen
  4. Major ideas How ----->>> Yanlin Du
  5. Conclusion ----->>> Lize Chen

## **5. Individual Accomplishments Reports**

### **5.1 Qingyan Yang**

- Participated in all weekly activities including course lecture and tutorial.
- Participated in first client and group meeting and helped gathering requirements.
- made requirements prototype.
- participated in administration regulation making and created administration documents depositories.
- Organized first group meeting and wrote both agenda and minutes for the meeting and managed them on both Google shared documents and GitHub.
- Familiarized self with project process and the relevant technology stack, including front-end and back-end technologies.
- Familiarized self with GitHub branches.
- Prepared pitch presentation slides framework making.

### **5.2 Lize Chen**

### **5.3 Yanlin Du**

### **5.4 Guochang Chen**

## 6. Project Administration

Qingyan Yang pointed out the process of weekly client or group meeting:

- Determine if client need to attend the weekly meeting, if client is needed, make an appointment in advance of meeting to confirm the meeting time.
- Write an agenda about the meeting content and send it to client and team members, if client is not going to attend, the meeting time will be fixed on Saturday 7:00 pm on zooming meeting and agenda is still needed to send to team members.
- After meeting, minutes should be accomplished and send to both client and team members even if client may be not involved.

## 7. Requirements Elicitation

mainly confirmed the functional requirements and prioritized each identified feature. Due to time or technical constraints, some low-priority features may be subject to removal through negotiation. The results that were reached after the discussion are as bellows:

### Functions with different priorities:

10-1: high-low

main and basic (must have): 10

- input and output code area
- convert button

less important: 5

- clear button to clear code in input code area
- copy button to copy code of output code area

less important: 4

(user store functions)

- sign up, log in, log out
- user pull-down menu
- star button to prompt user to log in and bookmark
- bookmark page

less important: 3.5

- import and export files
- run button

less important: 3

- support more than two languages options
- switch input and output languages

less important: 3

- debug button

Interactive Prototype of the project has been delivered. Attached is the link:

<https://modao.cc/app/rUx4yBkwrr6m2cC8jRC7N>

## 8. Adjournment

The next formal meeting planned is a *client meeting*, the time and location is uncertain, will be released by Monday lecture; and the next regular *group meeting* will be held on **zoom meeting at 7:00 pm on Saturday 18 March 2023**. The meeting closed at 9:00pm.