Minutes of the First Client Meeting

Group 7

Monday 06 March 2023

Chair Changguo Chen
Secretary Qingyan Yang
Members Lize Chen, Yanlin Du

Apologies we switch our project from 7 to 13, so there is one week delay, we hope we could catch up with other groups

1. Time and Place

The first client meeting for the Software Engineering Group Project was held in **Hughes Lecture Theatre, room309 at 5:00 pm on Monday 06 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. Project Administration

3.1 Changguo Chen has asked the availability of client, and suggested client meeting frequency and appointment time:

- Hold client meeting once a week
- Make an appointment through email to confirm meeting time

3.2 Qingyan Yang suggested to create Google shared documents:

- group repository: weekly tasks, client meeting documents, roster for student to do management and writing in turns.
- individual repository: task record, time sheet.

3.3 Lize Chen suggested to use git branches for each of member to manage code.

3.4 Yanlin Du advised to hold group meeting twice a week at fixed time:

- Monday 7:00pm at zoom meeting for assigning tasks for individuals.
- Saturday 7:00pm at zoom meeting for presentation of each member's weekly work and make modification suggestions.

4. Requirements Elicitation

Client Dr Lzu has clarified her requirements about the project, the main feature is to build a web used for converting one language into another, and the team can add some additional functions to enhance the user experience.

5. Adjournment

The next meeting is a ***group meeting*** and will be held on **zoom meeting at 7:00pm on Tuesday 07 March 2023**. The meeting closed at 5:20pm.