**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.**

1. **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.

1. **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.

1. **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.

1. **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.