Meeting Minutes – Week 12 (End of Semester 1)

Date: **Thursday, 22 May 2025**   *Time:* 6 : 00 PM – 6 : 55 PM   *Location:* CSIT Hive
Attendees: Vish, Vijay, Simon, Jamie, Yuheng, Tianxiang, Tianfa, Zining, Rongze

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1. Agenda Recap

1. Confirm feature set for the **Semester 1 prototype**.

2. Decide permission model for recurring-meeting links.

3. Lock in Semester-2 priorities and development plan.

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2. Key Discussions & Decisions

#	Topic	Discussion Highlights	Decision
2.1	**Recurring link, no extra auth**	Users prefer a single Teams link/ID for the whole series. External authentication flow dropped.	Keep one link per series; reuse ID on every occurrence.
2.2	**Permission checks**	Only invited attendees (incl. organiser) may generate minutes. Client must verify attendee list before requesting data.	Implement *"attendee token"* check; return **"You are not on this meeting"** error if failed.
2.3	**Error-handling UI**	Need clear messages for: • invalid link • not logged in • meeting > 90 min (performance)	Design minimal pop-ups; transcript fetch target time < 10 s.
2.4	**Prototype scope**	Two UI states only:1. **Link insert** screen2. **Minutes generated** screen	Freeze scope; ship by 22 Jun 2025 demo.
2.5	**Transcript cache**	If minutes already exist in DB, skip regeneration; otherwise fetch *latest* transcript of series.	Add "Already generated" check to flow chart.
2.6	**Cloud & testing**	Semester 2 focus: Azure deployment, unit & integration tests, SDLC formalisation, final demo.	Draft Semester 2 roadmap (see §4).

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3. Action Items

Owner	Action	Due
Yuheng	Implement attendee-token validation & "invalid link / no permission" pop-ups.	29 May 2025
Tianxiang	Add transcript-cache logic and > 90 min timeout guard (UI message).	29 May 2025

Owner	Action	Due
Rongze	Finalise UI prototype (two-screen flow) & push to Git main.	5 Jun 2025
Jamie	Update flow-chart to include new permission and cache checks; circulate to team.	27 May 2025
Simon	Draft Semester 2 high-level roadmap (Azure, uni test, demo) for stakeholder sign-off.	5 Jun 2025