

COMP208/214/215/216 Group Software Project

Meeting Minutes Record Form

Meeting	Requirements Analysis		Week, Date & Place	W2, 12-Feb, Harold Cohen Libraray
Chairperson	Yanwenjing Qu		Secretary	Ruitong Su
Present	Ruitong Su Yanwenjing Qu Tongfei Sun Yiwei Chang		Absent	Nathan Woods James Maskrey
Agenda	<ol style="list-style-type: none">1. Brainstorming about the project2. Draw up a draft of the project3. Specific the requirements4. Division of the work5. Finish the document of Requirements Analysis6. Arrange next meeting			
Report (item, discussion, action)	<ol style="list-style-type: none">1. Come up with an idea about recommendation system2. Decide to do realize this idea by a software3. Named this software by Size4U4. Discuss the market and customer needs of the software5. Discuss the function and interactive logic of the whole software6. Draw a draft of the user interface7. Discuss the requirements of the software8. Divide the work for group members9. Finish the document of Requirements Analysis10. Arrange next meeting			
Summary of Actions	<u>Action</u> 1) Come up with the idea of the project	<u>Who</u> Yiwei Chang Tongfei Sun		<u>By when</u> 14:00 12-Feb

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	2) Named the software by Size4U	Ruitong Su	14:00-16:00 12-Feb
	3) Requirements Analysis	Ruitong Su Yanwenjing Qu Tongfei Sun Yiwei Chang	16:00-20:00 12-Feb
	4) Arrange next meeting	Yanwenjing Qu	20:00 12-Feb
Date, Time & Place of next meeting	W3, 14:00 19-Feb, Harold Cohen Libraray		