Team 10 - 5th Meeting

Information

Time: 2020.10.15 10:00~11:00

Location: PMB449

Chairperson: Yiming Tang

Secretary: Shiliang Chen, Yijie Lu

Translator: Shiliang Chen, Yijie Lu

Attendence: 7/7

Members	Heshan Lu, Yiming Tang, Shiliang Chen, Yani Huang, Ruizi Han, Yijie Lu, Yuting Jiang
Late	0
Absent	0

Agenda

The whole meeting is expected to take 30 minutes.

1. Opening (About 1 minutes)
   - Many thanks on awarding us this project, and we are very honoured to be supervised by you. We are Team 10, and we treat this as a formal meeting.
   - This meeting is arranged to 30min long

     So we divide this meeting into 2 parts,
       - self introduction, then we will talk about the project,
       - discussions
2. Self-introduction(About 5 minutes)
   - Let Heshan know us.
3. Discussion (About 16 minutes)
4. Our questions （About 6 minutes）
   - We have created a GitHub repository, to manage our files. Would you have any interest to join us the private team, to take a look at it?
   - Do you have any suggestions on our project concept and bid?

- How to understand the "correction" in software function?
- How to gather more requirements?
- Expenses reimbursed?
- Need to fill the ethics form? We thought in the Alpha testing or Beta testing, we would like to invite some other students to test the procedure,
- Suggestions on our procedure?
- Suggestions on formal meeting?

5. Heshan's questions（About 10 minutes）

6. Rasing questions and allocate tasks of next stage (About 3 minutes)

- Raise questions
- Decide the chairperson and secretary of next meeting
- Decide the specific time of next meeting
- Review all new action points, confirm and go through next stage's tasks

7. Others (About 6 minutes)

- Other issues to be raised

Minute

Outcomes

1. Opening (Time spent: 2 minutes)

- Completed

2. Self-introduction (Time spent: 3 minutes)

- Completed

3. Discussion (Time spent: 50 minutes)

4. General

- English speaking in formal meetings (compulsory)
- Heshan will join our informal repo

5. The solution of proving the sorting algorithm's correctness.

- Guide user to understand the sorting algorithm
- Allow user to create an algorithm in their way.
- Additional question: confirm that the game can help prove the correctness

6. About Requirement

- Basically, first we come up with our own ideas then check existing implementation. Analyse existing ones' pros and cons. After this, build a prototype and do market research on what our user will like.
- Functional requirement should **think about what we can operate in the software as a user**, it more focuses on the function the user needs to achieve; non-functional requirement more focuses on the constraints on what the user needs to do such as the language preference, opening source for user to download

- **Functions we build must be able to improve the ability to help users**. Don't come up with new idea that's only for differentiating our product with others. Main task for requirement is to let user to understand the algorithm. Designing different shape on disorder elements for making some differences from other software might not exactly achieve the goal. Considering change the integers to letters.
- Deciding the stakeholder. Focusing children group might be a little difficult, because we do not have enough experience for contacting with kids. Additionally, if we need to interview groups in a formal way, we should prepare for the ethic form.
- Functional requirements should be more specific and precise but not vague

7. Other issues

- Ethic forms are on the air
- 1617 project

8. Software engineering method

- Depend on team members
- Heshan prefers Agile

9. Experience from earlier team

- **Cooperation** and **teamwork**
- **Innovation** is very important

10. Preparation for next meeting (Time spent: x minutes)

- **Chairperson:** Ruizi Han

- **Secretary:** Yiming Tang

- **Time:** 10/20 Tuesday Night (specific time will be confirmed on 10/18)

  What is going to be discussed in the next meeting:

- Discuss the market analysis

- Confirm the target market

- Discuss what we will do in requirement analysis

- Discuss about SE method we are going to use

- First version of requirement analysis

- Decide the order of chairperson and secretary

- Discuss about group website

- Prepare for the formal meeting

Last stage's action points review

Task	Members	Report	Question	Completeness
Determine which SE process to use	All	/	TBA	50%

Action points

Task	Members	DDL
Email Heshan for 1617 project, invite her for github, ask for agenda template	Yiming Tang	10/16
Write sth about requirements (functional especially)	All	10/20
Ethic form	/	10/29
Group website design	/	10/29

Problems

Priority (0 for highest, 5 for lowest)	Problem Description	Possible consequence	Proposer	Tentative Solution	Expected completion time
1	Pay attention to innovation	more impressive product	Heshan	mind storm	/
1	Functional requirement is not specific	serious problems	Heshan	assign task	10/20
3	SE method is not determined	/	Shiliang	discuss in the next meeting	10/20

Comments

I didn't control the time well, because I didn't expect that a question could develop into a discussion of nearly ten minutes. I had planned to ask a few questions in about ten minutes, but I didn't expect that the 30 minute meeting would last nearly an hour.

Next time, we can omit some questions in a planned way, and then the chairperson may have to rehearse in advance. If necessary, he can interrupt the discussion and say "we are running out of time, get into the next part.

In addition, the chairperson can ask the team members in the wechat group whether we can go on to the next topic.
Every time the chairperson enter the next part, he or she must ask everyone about "any questions from others".