# Team 10 - 15th Meeting

## Information

**Time:**  2020.11.19 10:00-10:30(30 m)

**Location:** PMB449

**Chairperson:**  Yiming Tang

**Secretary:**  Shiliang Chen & Yani Huang

**Translator:**  Shiliang Chen

**Attendence:** 7/7

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

## Agenda

*The whole meeting is expected to take 30 minutes.*

1. Openning（1m)

   Draft of Literature review is done， Interim Report and Use Case are under writing.

2. report of progress（20m)

   1. Literature Review

      Have a look at draft.

   2. Requirements

      Confirm Functional Requirements.

      Other：

      - UML and Use Case will be done by Shiliang and Yani

- Sequence will be done by Ruizi
3. questionnaire report（2m）

   We have interviewed the lecturer of Introduction to Programming and Algorithms. He helped to distribute the questionnaire. Please refer to the questionnaire report for detailed updates.

4. interview report（5m）

   The interview report has sent to you. Any suggestions?

   Shiliang will introduce a bit.

5. Prototype（10m）

   Prototype is still under drawing. We have changed our mind, so now there is only one picture of it.

6. otheres

   Website maintainer Yani

   GitHub repository maintainer Yiming

# Minute

## Outcomes

1. Literature review
   - picture in LaTex has some issues
   - citation style issue
   - citations are not all included
   - grammar mistakes
   - reference list style shall be consistent
   - a short introduction at the beginning of each module
   - Introduce a software with its name
   - similar software shall be put together
   - URL as footnote
   - scratch picture in English
   - grammar mistakes shall be fixed
2. requirement document
   - introduce concept of requirements
   - non functional one will be consulted with BGL
   - requirements shall not be to detail
   - multilingual issue
   - grammar mistakes shall be fixed
3. expanded description
   - fix the third part issue
   - grammar mistakes shall be fixed
4. prototype

- introduced by email

**Chairperson for next**: Shiliang Chen

**Secretary**: Ruizi Han

**Time**: November 24th

**What is going to be discussed in the next meeting:**

Revison:

1. use case diagram
2. requirement
3. expanded description
4. literature review
5. technical research

## Work summary for last stage

| Task | Members | Report | Question | Completeness |
|------|---------|--------|----------|--------------|
| / | / | / | / | / |

## Tasks for next stage

| Task | Members | DDL |
|---|---|---|
| improve use case diagram | Shiliang and Yani | 11/20 |
| improve requriement | Yiming | 11/22 |
| improve sequence diagram | Ruizi | 11/23 |
| improve literature review | Yijie | 11/23 |
| technical research | All | 11/23 |
| improve expanded description | Yiming | 11/23 |
| risk management | Yuting | 11/23 |
| improve questionnaire report | Shiliang | 11/23 |
| improve focus group report | Yuting and yani | 11/23 |
| consult BGL for use case | Yani | 11/20 |
| consult Dave 1. gap in literature/application 2. key work | Shiliang | 11/19 |
| problem encountered | / | 11/20 |

## Problems

| Priority(0 for highest, 5 for lowest) | Problem Description | Possible consequence | Proposer | Tentative Solution | Expected completion time |
|---|---|---|---|---|---|
| / | / | / | / | / | / |

# Comments

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