

Team 10 - 4th Meeting

Information

Time: 2020.10.10 10:15 - 11:10 (55min)

Location: Library

Chairperson: Yuting JIANG

Secretary: Yani HUANG

Translator: Yani HUANG

Attendance: 6/6

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

Agenda

The whole meeting is expected to take 50 minutes.

1. Decide roles of our team (About 15 minutes)
 - contain the Leader, UI Designer, Technical Leader, Quality Assurance Leader, Editor, Repository Master.
1. Discuss basic points of our project [P20] (About 20 minutes)
 - contain the understanding of project, the bid, and questions.
 - Confirm the points that should be discuss with the supervisor in the formal meeting. (About 10 minutes)
 - write an email maybe.
4. Allocating tasks of next stage (About 5 minutes)
 - Decide the chairperson and secretary of next meeting
 - Decide the specific time of next meeting
 - Confirm and go through next stage's tasks

Minute

Outcomes

1. Division of labour:

- Team Leader: Shiliang Chen
- UI Designer: Yiming Tang, Yani Huang
- Technical Leader: Shiliang Chen
- Quality Assurance Leader: Yijie Lu, Yuting Jiang
- Report Editor: Yani Huang, Yuting Jiang ,Ruizi Han
- Repository Master: Ruizi Han, Yiming Tang
- Monitor (Tester): Yani Huang, Shiliang Chen
- Mediator

This is a Temporary arrangement, which will be adjusted according to the needs in the future.

2. Questions in the 1st Formal meeting:

- Suggestions on our project concept and bid.
- How to realize "correction" in software function?
- Are the expenses incurred in the R & D process reimbursed?
- Requirements for requirements (the team intends to check more information, whether other methods are needed)
- Selection of SE development process.
- Idea about the ethics form

3. Preparation for next meeting (Time spent: 5 minutes)

- **Chairperson:** Yiming Tang
- **Secretary:** Shiliang Chen, Yijie Lu
- **Time:** Unknown
- **Remark:** Remember to Bring a recorder.(Shiliang Chen)

Work summary for last stage

Task	Members	Report	Question	Completeness
Writing Bids	All Members	/	/	All Done

Tasks for next stage

Task	Members	DDL
Prepare for the Formal Meeting.	All Members	/
To explain idea of the project to the supervisor	Yijie Lu	Before Next Meeting
Determine which SE process to use		

Problems

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

Comments

The meeting proceeded smoothly and was completed within the expected time.

One problem is that if a member is required to make a specific statement in a meeting, the member should be informed in advance of what he or she intends to present.