Team 10 - 16th Meeting

Information

Time: 2020.11.24 19:30-22:00 (2h30m)

Location: Library Project Room 11 2F

Chairperson: Shiliang Chen

Secretary: Ruizi Han

Translator: Yiming Tang & Ruizi Han

Attendence: 6/6

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

Agenda

The whole meeting is expected to take 150 minutes.

1. Review

   Yiming Tang reviews last week

2. Document progress report

   Introduce [the principle of alternation], to minimize the error probability

   1. Literature Review

      1. Lu briefly talks about the current progress, how the modification is, if there are any problems that need help

      2. arrange the next reviewer

      3. If fully relavent, Do context and motivation have key work

      4. Focus Group

- Jiang and Huang briefly talk about the revision progress of the focus group report,
- arrange the next reviewer

5. Risk Management

- Huang will talk about how the risk management and control module is done, whether it is finished or semi-finished, and then arrange for the next reviewer

6. Encountered Problems

- Jiang would like to introduce the production progress of this piece, and then arrange the next reviewer
- Identification and description of problems, clear analysis including causes, actions and causes, including remedial measures

2. Expanded description

1. Tang Yiming talks about the progress of the extended description modification, how to modify the third part, what content to put in, and then arranges for the next reviewer
2. Contextualised with clear explanation of the gap in literature/application, and how the GRP project will fill this gap.

3. Questionnaire report

1. Chen talks about the progress of the revision of the questionnaire report, and then arranged for the next reviewer

4. Sequence diagram

1. Han ruizi will introduce the progress of the sequence diagram, if there are any problems, and confirm with you
2. If there is no problem, it should be submitted to the next person for review. If there is any problem, continue to modify it

5. Prototype

1. Tang Yiming shows prototype progress
2. Emphasize the need for a clear and detailed description and explanation

6. Requirements Validation

1. Tang Yiming talks about the progress of the modification of the requirements document. Everyone pass them one by one (have time), and another person reviewed it (do not have time)

2. Use case diagram

- Huang Yani will talk about the progress of use case diagram, BGL's reply, and then arrange for the next reviewer

3. Interview report

- arrange for the next reviewer

4. User story

- arrange for the next reviewer

3. Technical research & architecture design

Report on each member's progress and arrange the next detailed plan and personnel arrangement,

- Determine OS, Programming Language, Hardware, Software and reasons
- Platform, tool, technology, algorithm, data structure

4. Overall progress report

Some pictures

Utilization of GitHub team work

Tell me what to do at the next meeting

Assign candidates for next meeting

Restate the task of everyone today

5.
- Classroom Booking
- Readme to update host
- The Secretary asked GitHub to assign tasks
- Send out the task list that night
- Everyone should follow up on the progress in time
- Remember to write a personal diary every day

Minute

Outcomes

1. Summarize of last formal meeting
   - We need to focus more on some detailed part of interim report, such as grammer.
   - We should go through those documents ourselves first before the formal meeting.
2. Progress reports for existing documents' revision
   - Pair documenting: when one member finished his/her part, another member will help check again.

   - Key points for improving and modification：

     - Passage structure and logic
     - Content
     - Grammer
     - Extract important parts which should be put in inetrim report
     - Use simple short sentences
   - Literature Review

     Yijie Lu

   - Focus group

     Yuting Jiang and Yani Huang

   - Risk Management

     Yani Huang

   - Encountered Problems

> Yuting Jiang

- Expanded description

  > Shiliang Chen

- Questionnaire report

  > Ruizi Han

- Sequence diagram and description

  > Ruizi Han

- Prototype and description

  > Yiming Tang

- Latex

  > Yuting Jiang

- Confirmation of requirements

  > Confirmed among team members

- Use case diagram

  > Yani Huang and Shiliang Chen
  > Consult Bryan about use case diagram

- Interview report

  > Yiming Tang

- User story

  > Yijie Lu

3. Technical research & architecture design

   - Distributed technical research tasks, analyze pros and cons
   - Platform: Ruizi Han
   - Language: Shiliang Chen
   - IDEs: Yani Huang
   - Data structure: need further discussion

Chairperson for next: Yijie Lu

Secretary: Yuting Jiang, Ruizi Han

Time: November 26th

What is going to be discussed in the next meeting:

1. Confirm requirement with supervisor
2. Show our yser story
3. Talk about technical research, briefly introduce our ideas
4. Discuss architecture design

Action points

Task	Members	DDL
Improve and modify literature review part	Yijie Lu	11.28
Improve and modify user story	Yijie Lu	11.28
Improve and modify focus group report	Yuting Jiang, Yani Huang	11.28
Improve and modify encountered problems	Yuting Jiang	11.28
Improve and modify risk management part	Shiliang Chen	11.28
Improve and modify use case diagram	Yani Huang, Shiliang Chen	11.28
Consult Bryan use case related questions	Yani Huang, Shiliang Chen	11.26
Write technicle research - IDE part	Yani Huang	11.28
Prototype	Yiming Tang	11.28
Write prototype description	Yiming Tang	11.28
Improve and modify interview report	Yiming Tang	11.28
Improve and modify expanded description	Shiliang Chen	11.28
Write technicle research - language part	Shiliang Chen	11.28
Write technicle research - platform part	Ruizi Han	11.28
Write description of sequence diagram	Ruizi Han	11.28
Improve and modify questionnaire report	Ruizi Han	11.28
Modify requirements document according to Dr. Du's opinion and email it to Dr. Du	Shiliang Chen	11.27

Comments

This meeting has not been held smoothly.

The main task for this meeting are reporting and discussion and redistribution of items reported. However, the progress was not smooth and the assigned tasks were not well completed.

- Shiliang Chen and Yani Huang's use case diagram has stalled because they haven't ask Bryan.
- Yiming Tanf's requirement document has not been modified.
- Lu Yijie's literature review task is wrong
- Everyone's technical research is progressing poorly

This may due to the following reasons:

- The expected time has not claimed before the meeting
- DMS course burden is too heavy
- Classroom's temperature is too high
- Meeting which focus on discussion are more appropriate
- Progress may need to be followed up before the meeting
- Chairperson may supervise the task for a certain period of time after the meeting.