

Team 10 - 13th Meeting

Information

Time: 2020.11.12 10:00~10:30

Location: PMB 449

Chairperson: Ruizi Han

Secretary: Yijie Lu, Yuting Jiang

Translator: Yijie Lu, Yuting Jiang

Attendance:

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 30 minutes.

1. Report the result of questionnaire (About 5 minutes)
 - Shiliang Chen and Yuting Jiang take this part
 - Present some important result
2. Present the outcoming of Y1 and Y2 focus group (About 5 minutes)
 - Ruizi Han and Yani Huang take this part
 - Describe some innovative ideas
3. Discuss the software design direction (About 5 minutes)
 - Interesting, like game, or more focus on functionality?
4. Report what we will do in next phase (About 10 minutes)
 - Interview
 - What we will do after finish requirement gathering
 - Quick look at our functional requirements

- Talk a little about our prototype
 - First explain that the prototype in bid document is designed by Timing Tang.
 - Yiming Tang introduce the initial version of prototype
 - Literature review
 - Timeline
5. Raising questions and allocate tasks of next stage
- 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
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Minute

Outcomes

1. Questionnaire report (Time spent: 5 minutes)
 - Yuting reported 6 important information we have collected, and Heshan said the work is fine
 - Heshan suggested that the report can be written by LaTeX.
2. Focus group information collecting (Time spent: 5 minutes)
 - Ruizi said Y1's ideas are not quite useful
 - Ruizi said Y2's ideas are relative useful, and we will consider to design a software has more functionality rather than has more game elements
 - Heshan agreed with ruizi.
3. Discuss the software design direction (About 5 minutes)
 - Heshan said that the previous prototype's selecting module like the visualgo's.
 - Yiming showed updated prototype, he will delete the skin shop and other game elements.
 - Shiliang stressed that we will focus on the functionality of the software, and the game mode will be deleted.
 - Heshan said our design pattern is fine, but the prototype should be written in English
4. Report what we will do in next phase (About 10 minutes)
 - check the literature review
 - feedback of focus groups
 - Prepare for the introduction part
 - stress the importance of git (introduce project feature of github)
 - prototype presentation

-Next meeting:

- **Chairperson:** Yuting Jiang
- **Secretary:** Yani HUANG
- **Time:** 11/17

Last stage's action points review

Task	Members	Report	Question	Completeness
Questionnaire report	Yuting and Shiliang	/	/	100%
Technical research paper	Ruizi and Yiming	/	/	not finished
Focus group in Y3	All	/	/	100%
Prepare for the focus group question	shiliang	/	/	100%
Prototype	Yiming	/	/	not finished
Use case diagram	Yani	/	/	not finished
Functionality report	Yijie	/	add non-functional	50%
Email to AJ	shiliang	/	/	100%

Action points

Task	Members	DDL
Finish the literature review	Yijie LU, Ruizi HAN	11.17
Finish the focus group report(Year 3)	Shiliang Chen	11.17
Find out resources about technical analysis	Yiming TANG and ALL	11.17
Informal talk with Heng YU	Yijie LU, Yuting JIANG	11.13
Informal talk with Dave	Yani HUANG, Shiliang CHEN	11.18
Second version of prototype	Yiming TANG	11.17
Function documentation(non-functional)	Yijie LU	11.17
Release and collect questionnaires(for Year 1 students)	Shiliang CHEN	11.17
Finish the final questionnaire report	Yuting JIANG	11.18

Problems

Priority(0 for highest, 5 for lowest)	Problem Description	Possible consequence	Proposer	Tentative Solution	Expected completion time
1	Decide whether to quit game mode	Affect the prototype design and functions documentation	All	Discuss in next meeting	/

Comments

For today's meeting, I prepared a draft script because I am really nervous about this formal meeting. Hence this led to an awkward situation, I paid too much attention on finishing what I planned to say, and did a poor job in responding supervisor and asking for more feedback. I didn't help the group to get useful information from supervisor, I should focus on interaction more next time and keep thinking during the meeting.

