# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Team Meeting | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** | | | 24-MAR-2017 | | | | | **Start time:** | | | 8:30 AM | | | | |
| **Location:** | | | 3.125 | | | | | **End time:** | | | 10:30 AM | | | | |
| **Chair:** | | | Rixin Nie | | | | | **Minute taker:** | | | Praveen Vinny | | | | |
| 1. Agenda Items | | | | | | | | | | | | | | | |
| To submit the code of conduct and to plan the progress of the project. | | | | | | | | | | | | | | | |
| 2. Attendance | | | | | | | | | | | | | | | |
| **Present** | | | |  | | |  | | | | | **Apologies** | | | |
| Kwan Ho Alan Cheng | | | | Zhuo Wang | | |  | | | | | Tam Van Phan | | | |
| Praveen Vinny | | | | Jiajun Li | | |  | | | | |  | | | |
| Rui Zhang | | | |  | | |  | | | | |  | | | |
| Rixin Nie | | | |  | | |  | | | | |  | | | |
| 3. Agenda, Decisions, Issues | | | | | | | | | | | | | | | |
| **Topic/ Discussion notes** | | | | | | | | | | | | | | **Discussion led by** | |
| While writing the research proposal, keep the following points in mind:  Identify the core functions. Here is the minimum expectation.  Manage customer expectations. Keep the expectations low and produce more.  Iterative approach. Put things into ,modules and into iterations and into system.  How do you put things? How do you add things?  Start looking at future requirements. Look for stretch goals (good to do requirements)  Compare with the compatibilty with other platforms such as iOS. Android.. Programming intertface..  In the initial proposal, put in your personal goals. To improve their documentation skills, coding skills etc.  Just maintaing a reposity of requirements, versoning.. improve on that.  Build in a portfolio for the project.  Skills in integrating the engines. | | | | | | | | | | | | | | Dr. Gene Awyzio | |
| Review of the code of conduct | | | | | | | | | | | | | | Rixin Nie | |
| Poject Plan and Discussion.   * Have a plan for the website layout. * Work on the final module and plan for a backtracking of the algorithm. * Have the research proposal ready by 31st March 24, 2017 where all group members would be contributing to that. | | | | | | | | | | | | | | Rixin Nie | |
| 4. Action Items | | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | **Responsible** | | | | | | **Due Date** |
| Submit the code of conduct | | | | | | | | | Praveen Vinny | | | | | | 24-Mar-17 |
| Prepare the research proposal | | | | | | | | | All team members | | | | | | 31-Mar-17 |
|  | | | | | | | | |  | | | | | |  |
|  | | | | | | | | |  | | | | | |  |
| 5. Next Meeting | | | | | | | | | | | | | | | |
| **Date:** | | 31-MAR-2017 | | | **Time:** | 8:30AM - 10:30AM | | | | **Location:** | | | 3.125 | | |
| Objective(s): | Submit the research proposal  Have a project plan | | | | | | | | | | | | | | |