# Meeting 1

Meeting minutes: 20mins

Meeting title: Task arrangement

Date: 14/2/2025

Time: 14:00

Location: GIC 201

Note taker: xiaobei

Attendees: xiaobei, nada

## 1.Agenda

1. Discuss the whole task
2. Analyse the difficulties we may face
3. Separate the whole task to 3 small task and allocate them depends on what we are good at
4. calculate.py gui.py main.py

## 2.Disscussion point

1. Topic 1: Object oriented project

Discussion: we discuss that the project should be split into 3 parts: math operation part, user interface part and program entry part.

Decision: we will separate the whole project to calculate.py, gui.py, main.py

1. Topic 2: allocate the task

Discussion: we considered what we did well in last few projects. Xiaobei is good at dealing with some complex skills and functions so he will be responsible for calculate.py. Nada is good at GUI design and tkinter module so he will be responsible for gui.py.

Decision: Xiaobei is responsible for calculate.py. Nada is responsible for gui.py. If we face difficulties we will discuss and solve it together

## Action items

|  |  |  |
| --- | --- | --- |
| task | Responsible person | deadline |
| calulate.py | xiaobei | 20/2/2025 |
| gui.py | nada | 20/2/2025 |
| main.py | xiaobei, nada | 21/2/2025 |