

## Meeting Minutes & Action Items

<b>Date &amp; Time</b>	Wednesday, September 23, 2020 at 10:10am EDT
<b>Location:</b>	Nooks meeting room & Wechat Meeting Group
<b>Team</b>	F
<b>attendance</b>	All members are present.
<b>Meeting Propose</b>	Review and refine the requirements specifications document for search engine
<b>Itemized agenda</b>	<ul style="list-style-type: none"> <li>(1) Walk through requirements</li> <li>(2) Identify ambiguities and questions</li> <li>(3) Refine requirements from user perspective</li> </ul>
<b>Minutes (i.e. Decisions)</b>	<ul style="list-style-type: none"> <li>(a) Discussed requirements for each subcomponent in the perspective of users and made modifications accordingly</li> </ul>
<b>End time</b>	11:30 EDT
<b>Next meeting</b>	Wednesday, September 30, 2020 at 10:10am EDT

### Action items

ID#	Task Description	Assign To	Due Date
1.	Read more on Data Store Component	Everyone	September 30, 2020
2.	Read more on Ranking	Everyone	September 30, 2020
3.	Read more on Link Analysis	Everyone	September 30, 2020

## Meeting Minutes & Action Items

<b>Date &amp; Time</b>	Wednesday, September 30, 2020 at 10:10am EDT
<b>Location:</b>	Nooks meeting room & Webex Meeting Group
<b>Team</b>	F (Jointly with Q)
<b>attendance</b>	All members are present.
<b>Meeting Propose</b>	Review and refine the requirements for link analysis
<b>Itemized agenda</b>	<ul style="list-style-type: none"> <li>(1) Walk through requirements</li> <li>(2) Plan for future inter-team meetings for coordination</li> </ul>
<b>Minutes (i.e. Decisions)</b>	<ul style="list-style-type: none"> <li>(a) Combine refined requirement for both groups</li> </ul>
<b>End time</b>	11:50 EDT
<b>Next meeting</b>	Wednesday, October 7, 2020 at 10:10am EDT

### Action items

ID#	Task Description	Assign To	Due Date
1.	Determine what to store?	Everyone	October 7, 2020

## Meeting Minutes & Action Items

<b>Date &amp; Time</b>	Friday, October 9, 2020 at 10:30am EDT
<b>Location:</b>	Webex Meeting Group
<b>Team</b>	F (jointly with Q, other Crawling & Ranking Teams)
<b>attendance</b>	All members except Ziyi Wang missing
<b>Meeting Propose</b>	Architectural API
<b>Itemized agenda</b>	

	<ul style="list-style-type: none"> <li>(1) walk through link analysis api, input and output</li> <li>(2) discuss with crawling teams and their expectation</li> <li>(3) discuss with ranking teams and their expectation</li> </ul>
<b>Minutes (i.e. Decisions)</b>	<ul style="list-style-type: none"> <li>(a) Crawlers will provide links and associated document</li> <li>(b) Link Analysis provide scores to ranking</li> </ul>
<b>End time</b>	11:30 EDT
<b>Next meeting</b>	Wednesday, October 14, 2020 at 10:10am EDT

#### Action items

ID#	Task Description	Assign To	Due Date
1.	Meeting with Text Document Team	Everyone	October 14, 2020

### **Meeting Minutes & Action Items**

<b>Date &amp; Time</b>	Friday, October 16, 2020 at 10:30am EDT
<b>Location:</b>	Nooks
<b>Team</b>	F
<b>attendance</b>	Shengjing Li, Yuxiao He, Kongming Cao, Xiao Shou
<b>Meeting Propose</b>	Link analysis requirement refinement
<b>Itemized agenda</b>	<ul style="list-style-type: none"> <li>(1) walk through link analysis api, input and output</li> <li>(2) requirement refinements with should not do and ethical issues</li> </ul>
<b>Minutes (i.e. Decisions)</b>	<ul style="list-style-type: none"> <li>(a) Better understanding of link analysis</li> <li>(b) 5 requirements for link analysis are brainstormed</li> </ul>
<b>End time</b>	11:30 EDT

<b>Next meeting</b>	Wednesday, October 21, 2020 at 10:30am EDT
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**Action items**

<b>ID#</b>	<b>Task Description</b>	<b>Assign To</b>	<b>Due Date</b>
1.	Meeting with Crawlers, Document Team	Everyone	Next meeting time