Meeting Minutes & Action Items

Date & Time	Wednesday, September 23, 2020 at 10:10am EDT
Location:	Nooks meeting room & Wechat Meeting Group
Team	F
attendance	All members are present.
Meeting Propose	Review and refine the requirements specifications document for search engine
Itemized agenda	(1) Walk through requirements (2) Identify ambiguities and questions (3) Refine requirements from user perspective
Minutes (i.e. Decisions)	(a) Discussed requirements for each subcomponent in the perspective of users and made modifications accordingly
End time	11:30 EDT
Next meeting	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

Date & Time	Wednesday, September 30, 2020 at 10:10am EDT
Location:	Nooks meeting room & Webex Meeting Group
Team	F (Jointly with Q)
attendance	All members are present.
Meeting Propose	Review and refine the requirements for link analysis
Itemized agenda	(1) Walk through requirements (2) Plan for future inter-team meetings for coordination
Minutes (i.e. Decisions)	(a) Combine refined requirement for both groups
End time	11:50 EDT
Next meeting	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

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

	(1) walk through link analysis api, input and output (2) discuss with crawling teams and their expectation (3) discuss with ranking teams and their expectation
Minutes (i.e. Decisions)	(a) Crawlers will provide links and associated document (b) Link Analysis provide scores to ranking
End time	11:30 EDT
Next meeting	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

Date & Time	Friday, October 16, 2020 at 10:30am EDT
Location:	Nooks
Team	F
attendance	Shengjing Li, Yuxiao He, Kongming Cao, Xiao Shou
Meeting Propose	Link analysis requirement refinement
Itemized agenda	(1) walk through link analysis api, input and output (2) requirement refinements with should not do and ethical issues
Minutes (i.e. Decisions)	(a) Better understanding of link analysis (b) 5 requirements for link analysis are brainstormed
End time	11:30 EDT

Next meeting	Wednesday, October 21, 2020 at 10:30am EDT

Action items

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

Meeting Minutes & Action Items

Date & Time	Friday, October 21, 2020 at 11:00am EDT
Location:	Slack
Team	F, and other Crawling, Document Data Store,
attendance	Xiao Shou
Meeting Propose	APIs
Itemized agenda	(1) walk through APIs
Minutes (i.e. Decisions)	(a) Roughly agreed on APIs
End time	11:30 EDT
Next meeting	TBD

Action items: None

ID#	Task Description	Assign To	Due Date
1.			

Meeting Minutes & Action Items

Date & Time	Friday, October 28, 2020 at 10:30am EDT

Location:	Nooks
Team	F
attendance	Shengjing Li, Yuxiao He, Kongming Cao, Xiao Shou
Meeting Propose	Link analysis requirement refinement
Itemized agenda	(1) walk through link analysis api, input and output (2) requirements with should not do i.e. ethical issues and scaling issues
Minutes (i.e. Decisions)	(b) Finished up 36 requirements (c) Sketched Preliminary Design and UI
End time	12:20 EDT
Next meeting	Friday, Nov. 6, 2020 at 10:10am EDT

Action items

ID#	Task Description	Assign To	Due Date
1.	Meeting with Link Analysis Finalize APIs	Everyone	Next meeting time

Meeting Minutes & Action Items

Date & Time	Friday, Nov. 6, 2020 at 10:30am EDT
Location:	Nooks & Webex
Team	F
attendance	Shengjing Li, Yuxiao He, Kongming Cao, Xiao Shou
Meeting Propose	Link analysis 1st presentation
Itemized agenda	(1) Prepare slides (2) Recording slides
Minutes (i.e. Decisions)	Finished slides and recording
End time	12:20 EDT

Next meeting	Friday, October 30, 2020 at 10:10am EDT

Meeting Minutes & Action Items

Date & Time	Friday, Nov. 13, 2020 at 10:30am EDT
Location:	Nooks & Webex
Team	F
attendance	Shengjing Li, Yuxiao He, Kongming Cao, Xiao Shou
Meeting Propose	Design Review
Itemized agenda	(1) Design review for crawling N
Minutes (i.e. Decisions)	(1) Went to crawling N presentation
End time	12:20 EDT
Next meeting	Wednesday, Nov. 18, 2020 at 10:30am EDT

Action items

ID#	Task Description	Assign To	Due Date
1.	Come up with comments for Team N	Everyone	Next meeting time

Meeting Minutes & Action Items

Date & Time	Friday, Nov. 18, 2020 at 10:30am EDT
Location:	Nooks & Webex
Team	F & Team N leader Rufeng Ma
attendance	Shengjing Li, Yuxiao He, Kongming Cao, Xiao Shou
Meeting Propose	Design Review
Itemized agenda	Design review for crawling N Receive review for Link Analysis (our team)

Minutes (i.e. Decisions)	Comment to Crawling N: 1. FYI, Link Analysis does not directly communicate with Text Transformation. 2. Crawler components may consider adding parallel downloaders for efficiency. 3. Add a manager that updates old files. 4. More details should be included in the part talking about Preliminary Design/Implementation. The description is a bit vague. (do something with it? Page 9 on ppt) 5. Use a list to record all crawled pages so that you know which page is crawled before. 6. To better keep track of the crawled links and potential incoming links (i.e. requested from from Link Analysis) , the Crawling team may consider maintaining its own graph? (You don't have to calculate page rank though) 1 UI Mockup does not include any interface design. 2 Input/Output of APIs are not very specific, a user could not automatically use these APIs without further specifications 3 APIs does not have details about the content and the error handling 4 Updating current nodes will be computationally expensive to locate within the graph 5 getEdges(URL) function not met Crawling team requirements. 6 UI mockup also doesn't have any input/output.
End time	12:00 EDT
Next meeting	Monday, Nov. 23, 2020 at 10:10am EDT

Action items

ID#	Task Description	Assign To	Due Date
1.	Prepare discussion on Team deliverable 3	Everyone	Next meeting time