

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
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Action items

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