

10/16 WK11 Group Meeting

Location	ENGN Bld
Date	2019/10/16
Time	3:00-3:40pm
Attendees	Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier

Agenda

1. Team review
2. Handover document
3. Repository Clean Up

Notes

1. Team review
 - a. Everyone does their own part
 - b. Due tomorrow at 10pm
 - c. Andre is happy to combine the whole document
2. Handover document
 - a. We will work on it next week
3. Repository Tidy Up
 - a. Jessica is in charge of that
4. Evolutionary Roles
 - a. Every member write a personal introduction of 100-150 words (eg. courses taken and related skillsets)
5. Decision-making ground role
 - a. Modify the document that Lily made at the beginning of sem.
 - b. Lily is in charge of that.
6. Design iteration
 - a. Derek will modify it according to the teammate feedback
7. Survey summary
 - a. Jess in charge

Action Items

Action item	Owner	Deadline
Team Review	Everyone	Thu 10 pm
Repository Tidy Up and Survey summary	Jess	Fri 10 am
Personal introduction	Everyone	Thu 10 pm
Decision-making ground role	Lily	Thu 10 pm
Design iteration	Derek	Thu 10 pm