

2021-05-11 Meeting notes

Date

11 May 2021

Attendees

- [Lei CHEN](#)
- [Sufan Xia](#)
- [Kaixuan Guo](#)
- [Yi Gao](#)

Goals

- Moodboard
- Requirement Traceability Matrix

Discussion items

Time	Item	Who	Notes
10min	Moodboard	All	
5min	Requirement Traceability Matrix	All	

Action items

- ✓ RTM will be done by [Lei CHEN](#)
- ✓ Kaixuan Guois responsible for moodboard
- ✓ Yi Gaowill help the rest to do the tasks and sums up the data used.