

2021-03-15 Meeting notes

Date

15 Mar 2021

Attendees

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

Goals

- Prepare and discuss questions related to the initial client meeting.
- Discuss requirements in sprint 1 and assign roles to each member.

Discussion items

Time	Item	Who	Notes
15	Client meeting questions	Team	<ul style="list-style-type: none">• 2021-03-17 Client meeting agenda
10	Requirements in sprint 1	Team	<ul style="list-style-type: none">• Create Trello Homepage• Establish Github repository

Action items

- ✓ client meeting agenda [Lei CHEN](#)
- ✓ Create Trello Page [Sufan Xia](#)
- ✓ Establish Github repository [Kaixuan Guo](#)
- ✓ Write todo list for sprint 1 in Trello [Kaixuan Guo](#)
- ✓ Update confluence pages for sprint 1 [Lei CHEN](#)
- ✓ Deliver final product of sprint 1 to github repository [Kaixuan Guo](#)