Week 5 Team Meeting

### **Date: 2024-08-25**

### **Location: Online chat**

#### **Attendees:**

* All team member

### **Agenda:**

1. Review and modify documents
2. Prepare for audit2
3. Confirm the distribution of tasks

### **Discussion:**

#### **1. Review and modify documents**

* Review and modify decision log
* Review and modify reflection log
* Review and modify risk log

#### **2. Prepare for audit2**

* PPT Creation:

It includes all necessary details to meet the audit's expectations.

* Refining Report Documentation:

We work on updating the document to reflect the latest project developments and ensure it aligns with the requirements of Audit2.

* Project Follow-up:

Ensue all tasks are on track for completion before the audit.

**3. Confirm the distribution of tasks**

* Frontend:

Yushan and Haifan are responsible for the frontend development.

* Backend (Database):

Derek and Chu have been assigned the backend tasks, specifically focusing on the database.

* Algorithm Models:

Juliang, Kun, and Jingbin will develop and implement the algorithm models.