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| **Week No** | 04 |
| **Date** | 24-March-2020 |
| **Time** | 10:00AM – 12:00AM |
| **Location** | Online - Wechat |
| **Prepared By** | Ying Wang |

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| **Attendees** | |  | | --- | | a1733805 Ying Wang | | a1758331 Jin Zhou | | a1736798 Yiru Li | |  | |

1. **Meeting Objectives**
2. In view of the recent CoViD-19 pandemic, all of our teamwork and communication will go online.  
   As we are all even familiar with Wechat and it supports most functionality we need, we decided to use this social app.
3. A chatting group on the Wechat is created for usual communication.
4. In progress project files will be uploaded to GitHup repository for recording and reviewing.
5. Adjusted the project management plan.

* Weekly group meeting will be held on Monday morning on Wechat (refer the preparation schedule)
* Pitch presentation will be conducted as a pre-recording video (using Zoom app)
* Allocation of phased tasks will not be changed
* Roles delegation will not be affected
* Group meeting preparation schedule will not be affected

1. Pitch content details were discussed.

* What do we do?   
  The product of this project shall be an application of sentiment analysis named ‘News Tone’. It shall distinguish whether a news report is positive or negative.
* Why do we do this?   
  Understanding the overall sentiment of society will help variety of areas, such as governance satisfaction assessment, product satisfaction assessment and even stock markets prediction.
* Some example of sentiment analysis app will be added into the pitch presentation.
* Discussed some issues related to the product technology route.

1. **Action Items**

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| **#** | **Description** | **Owner** | **Status** |
| 1 | Create folder structure in github | Ying Wang | Complete |
| 2 | Create Trello board | Ying Wang | In progress |
| 3 | Pitch presentation slides draft | Jin Zhou | In progress |
| 4 | Upload pitch presentation slides on myUni | Jin Zhou | In progress |
| 5 | Pre-recording video for pitch presentation | Ying Wang, Jin Zhou, Yiru Li | In progress |
| 6 | Business Case & Draft Plan | Ying Wang, Jin Zhou, Yiru Li | Open |