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| **Week No** | 07 |
| **Date** | 27-April-2020 |
| **Time** | 2:00PM – 4:00PM |
| **Location** | Online - Wechat |
| **Prepared By** | Jin Zhou |

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

1. **Meeting Objectives**

* Review the business plan and check if it fits our aim.
* Review the web crawler code and results.
* Discuss milestone 1 report based on the milestone 1 draft
* Overview of current activities
* Team reflection on progress
* Team reflection on problems
* Discuss the content of final milestone plan and refinement.
* Find out a better file type as the input of R studio (from JSON to XLSX) and convert file.

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 | Complete |
| 3 | Pitch presentation slides draft | Jin Zhou | Complete |
| 4 | Upload pitch presentation slides on myUni | Jin Zhou | Complete |
| 5 | Pre-recording video for pitch presentation | Ying Wang, Jin Zhou, Yiru Li | Complete |
| 6 | Business Case & Draft Plan | Ying Wang, Jin Zhou, Yiru Li | Complete |
| 7 | Development: News Title Crawler | Ying Wang | Open |
| 8 | Milestone1 report | Ying Wang | Open |
| 9 | Final Milestone Plan | Ying Wang | Open |
| 10 | Development: Convert JSON to XLSX | Ying wang | Open |