

FIRST MEETING MINUTES

Date: 26/2/2025

Time: 18:00 PM

Facilitator: Brian Ma

IN ATTENDANCE

Brian Ma, Xingyu Luan, Xiang Peng, Yifan Wu, Xu Ben

AGENDA

The main topics of this meeting were:

1. Confirming the meeting time with the supervisor and discussing the questions to ask during the meeting.
2. Creating an initial schedule for the project, including key milestones and deadlines.
3. Defining the roles and responsibilities of each team member to ensure clear task distribution.
4. Discussing upcoming tasks and planning the next steps for the project.

DISCUSSION AND DECISIONS

1. It was confirmed that the meeting with the supervisor will be on Friday at 2:00 PM. All team members agreed on the time.
2. Each member confirmed their respective roles and responsibilities within the project.
 - Coding (everybody)
 - Liaising with clients(Yifan Wu)
 - Meeting minutes(Xingyu Luan)
 - Landing page design and development(Xiang Peng)
 - Version Control (Brian Ma)

- Risk management(Yuk Lam)
- Preparing audit presentation(Yuqiao Xin)
- Progression tracking(Xu Ben)

3. The team discussed the need to prepare the following before the next meeting:

- An initial project schedule outlining key milestones and deadlines.
- A detailed task distribution chart to clearly define each member's responsibilities.
- Setting up a GitHub repository for version control and collaboration.
- Creating meeting minutes and decision log templates for consistent documentation.
- Testing Wix to evaluate its suitability for creating the project's landing page.

SUMMARY AND CONCLUSIONS

- The team effectively outlined the key tasks and responsibilities, ensuring each member knows their role.
- The project schedule and task distribution were discussed, with a plan to draft them before the next meeting.
- All members agreed on the use of GitHub for version control and Wix for testing the landing page design.
- Clear templates for meeting minutes and decision logs will be created to maintain consistent documentation.

ANNOUNCEMENTS

- All members are expected to come prepared with drafts of the project schedule, task distribution, and templates.
- Results from the Wix testing will be reviewed in the next meeting.

NEST MEETING

- The next meeting is scheduled for **February 28th at 2:30 PM.**