

THIRD MEETING MINUTES

Date: 15/3/2025

Time: 13:00 PM

Facilitator: Brian Ma

IN ATTENDANCE

Brian Ma, Xingyu Luan, Xiang Peng, Yifan Wu, Xu Ben, YuQiao Xin, Yuk Lam

AGENDA

1. The main objectives of this meeting were:
2. Allocating specific tasks required for Audit 2 preparation.
3. Discussing replication of Arthur's work and planning technical tasks.
4. Clarifying team responsibilities for the upcoming two weeks.
5. Setting up documentation and reporting structure for weekly meetings.

DISCUSSION AND DECISIONS

1. Audit 2 Task Allocation

Each team member was assigned specific responsibilities for Audit 2:

(1)Management:

- Configuration & initial plan extension: Xiang Peng
- PMP: Xiang Peng

(2)System Engineering:

- Model analysis: Brian Ma
- Requirement analysis: Yifan Wu

(3)Functional Analysis & Calculation: Xu Ben

(4)Architectural Diagram & Conceptual Table Design: Yuqiao Xin

(5)Timeline: Yifan Wu

(6)Work Breakdown: Yifan Wu

(7)Initial Risk Management: Yuk Lam

(8)Meeting Minutes Template & Decision Log Template: Xingyu Luan

2.Technical Task: Replication of Arthur's Work

- The team will focus on replicating Arthur's previous experiment.
- Task includes filling the tank with water (Shawn Ge will assist).
- Goal: Obtain reasonable results and understand code structure shared by Arthur.
- Brian Ma explained his current understanding of the previous student's code to the team.

3.Weekly Documentation and Reporting

- A weekly document summarizing progress and results will be prepared by all members.
- Brian Ma (Version Control) will accompany the facilitator (likely Yifan Wu) to report to Rob in each weekly meeting.

SUMMARY AND CONCLUSIONS

- Clear division of responsibilities for Audit 2 tasks has been established.
- Technical focus is on replicating Arthur's work and obtaining preliminary results.
- Meeting documentation templates and reporting mechanism are confirmed.
- The team will prepare weekly documents and present them to Rob to ensure steady progress.

NEST MEETING

- Next regular meeting with the supervisor is scheduled weekly, with progress documents to be presented.
- Internal group meeting date to be confirmed based on task progression.