

SIXTH MEETING MINUTES

Date: 4/5/2025

Time: 19:30 PM

Facilitator: Brian Ma

IN ATTENDANCE

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

AGENDA

1. Overview of the overall project progress
2. Task distribution for Audit 3
3. Setting deadlines for each task

DISCUSSION AND DECISIONS

1. Project Progress Review

Brian Ma provided a detailed walkthrough of the current progress of the project, summarizing work done so far and identifying areas requiring further effort before Audit 3.

2. Task Allocation for Audit 3

Tasks were distributed among team members as follows:

Validation: Xiang Peng & Xu Ben

Test Plan: Yuqiao Xin

Poster Design: Yifan Wu

Handover Draft: Xingyu Luan

Code & Hardware Debugging: Brian Ma & Yoyo Lam

3. Deadline Confirmation

Clear deadlines were set for each assigned task to ensure timely and efficient progress. Team members acknowledged their timelines and deliverables.

SUMMARY AND CONCLUSIONS

- Project progress was reviewed thoroughly to ensure alignment.
- Audit 3 responsibilities and task allocation were confirmed for all team members.
- Each task was assigned a specific deadline to maintain accountability and progress tracking.

NEST MEETING

- Next supervisor meeting to be scheduled in Week 11