Decision making in First Meeting minutes(26/2/2025)

Date	Decision/Action item	Responsible person(s)	Rationale/Notes	Status
26/2/2025	Confirm supervisor meeting time (Friday at 2:00 PM)	All members	All team members agreed on the time.	Approved
26/2/2025	Define team roles and responsibilities	Brian Ma Xingyu Luan	Clearly assigned roles for smooth task distribution.	Completed
26/2/2025	Set up GitHub repository for version control	Brian Ma		Completed
26/2/2025	Prepare initial project schedule and task distribution chart	Yifan Wu		In progress
26/2/2025	Test Wix platform for landing page feasibility	Xiang Peng	To evaluate if Wix is suitable for landing page design.	In progress
26/2/2025	Create templates for meeting minutes and decision log	Xingyu Luan		Completed

Decision making in Second Meeting minutes(28/2/2025)

Date	Decision/Action item	Responsible person(s)	Rationale/Notes	Status
28/2/2025	Confirm beacon hardware setup and basic communication	All members	Master beacon communication successful, distances need further evaluation.	In progress
28/2/2025	Finalize team task allocation for Audit 1	Brian Ma		Completed
28/2/2025	Identify and document key project stakeholders	Brian Ma	Includes school, clients, manufacturers, and collaborators	Completed
28/2/2025	Recognize and assess main project risks	Yoyo Lam	Battery charging, beacon integration, and environmental factors identified.	In progress
28/2/2025	Continue testing beacon signal range on robot platform	All members		In progress
28/2/2025	Optimize battery charging process for experiments	All members	Important for continuous operation during testing	Planned

Decision making in Third Meeting minutes(15/3/2025)

Date	Decision/Action item	Responsible person(s)	Rationale/Notes	Status
15/3/2025	Allocate specific tasks for Audit 2 preparation	Brian Ma Xingyu Luan	Clear division of Audit 2 responsibilities assigned to each member (Management, Engineering etc.)	Completed
15/3/2025	Replicate Arthur's previous experiment	Brian Ma	Understand experiment setup and code structure, with assistance from Shawn	In progress
15/3/2025	Set up documentation templates for meeting minutes and decision log	Xingyu Luan	Consistent and standardized documentation	Completed
15/3/2025	Establish weekly documentation and reporting structure	Yoyo Lam	Weekly reports prepared by team members, presented to supervisor Rob	In progress