**Meeting Minutes**

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| **Subject** | | | | |
| Meeting 1: kick-off meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| * 19/08/2021  12:30pm-14:30pm * SWLAB3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| All team members attended | | | · | |
| **Chaired by TANG YUTING** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes/No |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Determine the project topic and major user cases | 1. What topic should the project be about? 2. What are the use cases of the project? | 1. A platform to facilitate the learning-based social connectedness 2. Basic use case is determined | | Before the lab finishes |
| Distribute the work | Distribute the work among team members | Distribution is confirmed | | Before the lab |
| Prototype System Design | Visualize the system with component diagrams, and initial class diagrams as well as UI lo-fi if needed | Binli is responsible for this part | | By 23/08 |
| **The next meeting will be held** | | | | 1/9/2021 online |
| **This minutes have been agreed by all attendees** | | | | TANG YUTING |