**Meeting Minutes**

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| **Subject** | | | | |
| Meeting 2: follow-up meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         01/09/2021 17:30-18:00  ·         Online | | | | |
| **Attendees** | | | **Non-Attendees** | |
| All 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 development framework | To determine which framework to use for web development, e.g. Django, phpbb or others | Back-end team uses Java-based framework.  The front-end framework is to be determined. | | By 02/09 |
| Review documentation | To review and confirm the use case model and the project proposal, as well as UI prototype. | The documentation has been confirmed. | | By 01/09 |
| **The next meeting will be held** | | | | 02/09/2021, Lab |
| **This minutes have been agreed by all attendees** | | | | TANG YUTING |