|  |  |
| --- | --- |
| meeting Minutes | |
| SYSTEM development | |
| Date: | August 30th |
| Time: | 05: 00 PM |
| Recorder of the Meeting: | SHUNZI YAO |

# In attendance

LELE WEI, YAO WU, ZHENG XUE, SHUNZI YAO, CHUMEI ZHANG

# Approval of minutes

/

# reports

* Introduction: The meeting started with an introduction and agree to select LELE WEI as the team leader during the first deliverable period. Agree the name of the group is: The Yellow Team.
* Project Overview: Read the material together, get a general overview of the project.
* Gitgub: SHUNZI YAO create a GitHub repository and add all the team members.
* Discussion Points:

1. Agree to use zoom for online meeting.
2. Talk about a little how to separate parts of this project and discuss which people can take which part. (continue)
3. Agree to be on duty in turns. Since we have 5 members and 6 periods, YAO WU, who is in charge of the second period, also take the last one.

.

* Next Steps: The team discussed the immediate next steps, including tasks that need to be accomplished before the next meeting.

1. Read all the materials in LEA and familiarize with the project.
2. Each person should come up with concepts with their own about this project.

# Next meeting

## Next meeting will be held on September 1st.

Motion to adjourn was made at 5:45 p.m. and was passed unanimously.