**Group15 Meeting Minutes**

**Date:** 25/07/2025

**Attendees:** Dr Atif Mansoor, Veronica, Changjiang, Chien-An, Jinho, Silvia, Vincent, Xinyu, Zhenyi

**Location**: online & offline

**Key Decisions & Action Items:**

1. The team agreed to compile a feature list based on the client’s requirements (to be sent later) and prioritize them into **must-have, should-have, and nice-to-have** categories.
2. The group will assign tasks internally according to each member’s strengths and interests (e.g., frontend, backend, database, documentation).
3. A detailed **project timeline** will be created to track milestones and deliverables.

**Next Steps:**

* Await client’s requirements and immediately begin compiling the prioritized feature list once received.
* Finalize task assignments and confirm responsibilities in the next group meeting.
* Draft the initial project timeline and review as a team before submission.

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