#### *1 Attendance list (who attended, and who did not, and for what reason?)*

*Timi, Qianyu Hu, Kexin Zhang, Weitao Deng, Yutong Cui,*

*Dongjian Ma, Botong Wen, Mengting Wang*

*2 Date, time and place for the meeting*

*Friday 11am. 11th November 2024 online）*

#### *3 Report on the preparations (what issues, questions and challenges were brought up?)*

1. *The specific tasks in project*
2. *Progress presentation*

#### *4 Advice that you received*

*Task:*

*Try to make robot move in gazebo environment.*

*Team communication:*

*More communication is required in the team to improve efficiency.*

*Presentation request:*

*Presentation materials should be integrated.*

*5 Decisions that were made*

*Common tasks will be communicated more frequently among members.*

*Presentation materials should be collected and gathered in one power point slides.*

*6 Actions that were agreed on*

*Keep making progress in each sub-parts.*

*All members’ presentation materials will be integrated in one power point slides and members will communicate more on public tasks.*