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

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

*Dongjian Ma, Botong Wen, Mengting Wang*

*Timi was not in attendance due to illness.*

***2 Date, time and place for the meeting***

*Friday 9-10am. 22th 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*
3. *Further planning*

***4 Advice that you received***

*Task:*

*Refer to and study more of the information provided by the professor for deeper understanding.*

*Team communication:*

*Two people within a group have to work more closely together on one task.*

*Presentation request:*

*The two people in each group should have a combined debriefing on the same task, not separate ones.*

***5 Decisions that were made***

*Merge the content of two people's PowerPoints within a group into one to enhance collaboration within and between groups.*

***6 Actions that were agreed on***

*Take the next step in conjunction with the advice given by your professor. Full reference is made to the past information provided.*

*Improve communication within the group and work like a group.*