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| Meeting Title |

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| 2022/6/6 | 7:00 PM | School Library |

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| Meeting called by | Fang Sen |
| Type of meeting | Mini-working session |
| Facilitator | Fang Sen |
| Note taker | Zhu He |
| Timekeeper | Xia Enze |
| Attendees | Fang Sen, Zhu He, Xia Enze, Zhao Jiawei |

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| Agenda Topic 1 |

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| 25 Mins | Fang Sen, Zhu He, Xia Enze, Zhao Jiawei |
| Discussion | We discussed about the design of the user manual |
| Conclusions | Determine the design user manual and overall framework |

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| Action Items | Person Responsible | Deadline |
| Collect relevant information for making user manuals | Xia Enze | 6/6 21:00 |
| Make the first part of the user manual | Zhao Jiawei | 6/6 21:00 |

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| Agenda Topic 2 |

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| 25 Mins | Fang Sen, Zhu He, Xia Enze, Zhao Jiawei |
| Discussion | Discuss the user guide section of the user manual |
| Conclusions | Determined the rules for users to edit the user manual |

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| Action Items | Person Responsible | Deadline |
| Study how to write user manuals on wiki pages | Zhu He | 6/6 21:00 |
| Organize the discussion results of the meeting and assign tasks | Fang Sen | 6/6 21:00 |

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| Agenda Topic 3 |

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| 30 Mins | Fang Sen, Zhu He, Xia Enze, Zhao Jiawei |
| Discussion | Discuss the end of the user manual and how to get users to contact us |
| Conclusions | Add our contact information and other relevant information at the end of the user manual |

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| Action Items | Person Responsible | Deadline |
| Edit user manual | Everyone | 2022/6/7 |
| Review the user manual and publish | Everyone | 2022/6/7 |