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| Meeting Title |

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| 2022/6/9 | 19:00 | Tencent Meeting |

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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 | Discuss the overall framework of our report |
| Conclusions | Build a clear and concrete framework based on information |

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| Action Items | Person Responsible | Deadline |
| Thinking about reporting logic | Everyone | 21:00 |
| Determine the basic framework of the report | Fang Sen | 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 related references used |
| Conclusions | Determine the relevant references selected |

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| Action Items | Person Responsible | Deadline |
| Collect relevant literature and quotations | Zhu He | 21:00 |
| Filter and identify references | Zhao Jiawei | 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 content of report |
| Conclusions | The content shall be agreed by all team members |

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| Action Items | Person Responsible | Deadline |
| Draft report | Xia Enze | 21:00 |
| Edit report | Xia Enze | 21:00 |