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| Meeting Title |

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| 2022/6/10 | 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 selection of our ppt template |
| Conclusions | The group members agreed on the selection of the template for the PowerPoint |

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| Action Items | Person Responsible | Deadline |
| Collect suitable ppt templates on the internet | Everyone | 21:00 |
| Organize the selected templates | 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 the content and layout of our PowerPoint |
| Conclusions | The content of our PowerPoint should be based on the REPORT |

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| Action Items | Person Responsible | Deadline |
| Organize the content of the report and prepare to start working on the PowerPoint | Zhu He | 6.11 11:00 |
| Develop a standard PowerPoint template and ask members to create a PowerPoint according to it | Zhu He | 6.11 11:00 |

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| Agenda Topic 3 |

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| 30 Mins | Fang Sen, Zhu He, Xia Enze, Zhao Jiawei |
| Discussion | Discuss how to prepare our presentation |
| Conclusions | A series of requirements for the presentation process |

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| Action Items | Person Responsible | Deadline |
| Documentation of the requirements for the presentation process | Fang Sen | 6.11 11:00 |
| Conducting PowerPoint production in preparation for presentations | Fang Sen | 6.11 11:00 |