

Minute of Team 202113

Basic Information			
Date	2021.10.28	Location	AI Lab
Time	11:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		
Attendance			
Present Member	Supervisor: Matthew Pike Team Member: Yifei SHAO, Haonan CHEN, Zhihang ZHU, Yongjing QI, Yuke GAO		
Absent Member			
Content			
Theme	Detail		
Foreword	Before the meeting starts, we complete the preliminary ethics checklist and finish ethics fully checklist with two problems.		
Ethics	The preliminary ethics checklist is checked and could be submitted after Matt signed it. We have two problems with ethics fully checklist: the participants include those have unique relationships with the researchers; the project involves internet methods that people		

	<p>may be identified. Matt said there are no unique relationships between us and participants but there may be risks about the second question, so just in case we should tickle it.</p> <p>We will finish the ethics fully checklist and submit it with participant consent sheet and information sheet.</p>		
Requirements	<p>Before the meeting starts, Yifei SHAO made the use case diagram and show it to Matt on the meeting, and Matt said we should focus on the students/guest side now and the basic function we have discussed is feasible now before we start to do interview or online survey.</p>		
Interim report	<p>About the interim report, according to Dave, we should start as early as possible and using LaTeX, and we asked Matt, he said we should finish the draft two weeks before the ddl for check and improve.</p>		
Actoin points	<p>Haonan CHEN: Finish ethics fully checklist and submit before ddl(urgent)</p>		
Next Meeting			
Date	2021.10.29	Location	TBD

Time	13:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		