

Minute of Team 202113

Basic Information			
Date	2021.10.06	Location	Online
Time	14:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		
Attendance			
Present Member	Yifei SHAO, Haonan CHEN, Zhihang ZHU, Yongjing QI, Yuke GAO		
Absent Member			
Content			
Theme	Detail		
Foreword	Before the meeting started, Chairperson Yifei SHAO has made a templet of our bid and Zhihang ZHU, Yongjing QI, Haonan CHEN have uploaded personal statements.		
Bid	According to the templet, we divided the work to be done into 6 parts: 1. Our advantages 2. Reasons of our choice 3. Timer shaft		

	<p>4. Detailed personnel planning</p> <p>5. Project ideas</p> <p>6. Personal statement</p> <p>About Personal statement, everyone should complete and upload to WeChat group tonight.</p> <p>Yuke GAO is responsible for Advantages according to the uploaded personal statement.</p> <p>Yongjing QI is responsible for Reasons of our choice according to the uploaded personal statement.</p> <p>Haonan CHEN is responsible for Timer shaft.</p> <p>Yifei SHAO is responsible for Detailed personnel planning.</p> <p>Zhihang ZHU is responsible for Project ideas.</p> <p>Besides, Yongjing QI will create a team e-mail and a team github organization.</p> <p>All the work should be done before 10th Oct, and we will arrange a meeting and complete the final bid.</p>
Journal	Everyone starts keeping project journals
Action points	<p>Everyone: Complete personal statement and upload to the WeChat group.</p> <p>Everyone: Start keeping journals and integrate on 10th Oct.</p>

	<p>Yuke GAO: Complete Advantages part before 10th Oct.</p> <p>Yongjing QI: Complete Reasons of our choice before 10th Oct.</p> <p>Haonan CHEN: Complete Timer shaft before 10th Oct.</p> <p>Yifei SHAO: Complete Detailed personnel planning before 10th Oct.</p> <p>Zhihang ZHU: Complete Project ideas before 10th Oct.</p> <p>Yongjing QI: Create a team email and a github organization.</p> <p>Haonan CHEN: complete the minute and upload to the WeChat group before 12:00 7th Oct.</p>		
Next Meeting			
Date	2021.10.10	Location	Library
Time	TBC	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		