Minute of Team 202113

Basic Information			
Date	**2021.11.3**	Location	**TB**
Time	**20:00**	Secretary	**Haonan CHEN**
Chairpesron	**Yifei SHAO**		

Attendance	
Present Member	Yifei SHAO, Haonan CHEN, Zhihang ZHU, Yuke GAO, Yongjing QI
Absent Member	

Content	
Theme	Detail
Foreword	Before the meeting starts, we have found the problems in our team through the ethics and decided to arrange a meeting to solve these problems.
Decisions	• Time arrangement: We decide to take 2 informal meetings and 1 formal meeting a week. Formal meeting is Thursday 11:00. Informal meetings are Tuesday 13:00 and Thursday 15:00 • Work distribution: Through the ethics problem, we

notice that we should distribute the work more in detail and assign a member to take responsibility for the work.

- Ethics fully checklist: we decide to resubmit the documents and write an email to Dave to make apologies

- Chairperson and Secretary Rotate: We decide to take turns to be the chairperson and secretary, each round will last a week, including 2 informal meetings and 1 formal meeting

- Requirements: Yifei SHAO and Zhihang ZHU will take responsibility for the requirements documents and UML diagram

- Then we divide the interim report into different parts:

    1. Abstract and Introduction – Haonan CHEN
    2. Surveys on requirements -Yuke GAO
    3. Surveys on the other schools – Yifei SHAO
    4. Surveys on techniques tools – Zhihang ZHU
    5. Participants in requirements engineering – Yuke GAO
    6. Requirements specification – Yifei SHAO
    7. Initial design of system and interface – Yongjing QI

	8. Diagrams – Zhihang ZHU & Yifei SHAO 9. Time plan – Yuke GAO 10. Problems and summary – Everyone record the problems as the project proceed and complete the summary part together 11. Latex platform – Haonan CHEN
Action points	Haonan CHEN: resubmit the ethics fully checklist and email to Dave after the meeting. (urgent) Yifei SHAO: complete the requirements documentation after the meeting. (urgent) Yongjing QI: update the prototype and show to Matt in the next formal meeting. (urgent) Everyone: Complete the assigned work about interim report in two weeks.

Next Meeting			
Date	**2021.11.4**	Location	**AI lab**
Time	**11:00**	Secretary	**Haonan CHEN**
Chairpesron	**Yifei SHAO**		