
Minute of Team 202113

Basic Information			
Date	2021.10.21	Location	AI LAB
Time	11:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		
Attendance			
Present Member	Supervisor: Matthew Pike		
	Group Member: Yifei SHAO, Haonan CHEN, Zhihang ZHU, Yongjing QI, Yuke GAO		
Absent Member			
Content			
Theme	Detail		
Foreword	Before the formal meeting starts, we made a discussion about the requirements, Ethics.		
Meeting (Requirements)	During the meeting, we discuss about the requirements within our group and supervisor.		
	About participants, the range of participants is decided within UNNC students, staffs and admins if possible. Online survey and offline interview are considered as feasible methods for		

Meeting (Ethics)	requirements gathering		
	About software function, Besides the functions mentioned last week, we think about a forum for all users to share any information about the module held by admins, and this idea is supported by Matt.		
	Before the meeting, we go through the Ethics requirements and raised a question: Do we need a DMP(Data Management Plan) ? Matt says it confuses him as well and he will look up it and give feedback in our next formal meeting. And for Ethics checklist, we will finish filling it this week and go through with Matt in next formal meeting.		
Action Points	Everyone: finished filling the ethics checklist this weekend.		
Next Meeting			
Date	2021.10.24	Location	Library PJ05
Time	11:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		