

---

### Minute of Team 202113

Basic Information			
Date	2021.10.24	Location	Library PJ05
Time	11:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		
Attendance			
Present Member	Group Member: Yifei SHAO, Haonan CHEN, Zhihang ZHU, Yongjing QI, Yuke GAO		
Absent Member			
Content			
Theme	Detail		
Ethics	<p>During the meeting, we go through and finish filling the preliminary ethics checklist and ethics fully checklist.</p> <p>When we are filling the checklist, we are confused with two questions which are 5.2 and 5.8 and decided to discuss with Matt. We made two versions, one without filling in black box, and one filling in two black boxes with possible solutions.</p>		
Action Points	Haonan CHEN: filling in the documents and sign in pad and convert into electronic version on PC before next meeting.		

	Yifei SHAO: finish the formal meeting agenda and send to Matt 24h in advance.  Yongjing QI: modify participant-consent-form and participant- information-sheet before next meeting.		
Next Meeting			
Date	2021.10.28	Location	TBD
Time	11:00	Secretary	Haonan CHEN
Chairpesron	Yifei SHAO		