Minute of Team 202113

Basic Information			
Date	**2021.09.29**	Location	**Group Study Room 15**
Time	**14:00**	Secretary	**Haonan CHEN**
Chairpesron	**Yifei SHAO**		

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

Content	
Theme	Detail
Self-introduction	Everyone introduces themselves, including name, major, skills etc.
Choose Project	Before the meeting starts, every member of our team has gone through each project. So we abandon some projects base on our interest, skills and preference, which are P01, P04, P05, P06, P11, P12, P15, P16, P17 and P18. Then we separate the remaining project into different types:

	1. P02: Programming takes a large part 2. P03, P14: Checklist needs to be considered 3. P07, P09, P19: Related to Surveillance, facial recognition and other sensors. 4. P08, P13: Requirement Engineering takes a large part, related to school service. Finally, Base on the separation, we select P08 as first preference, P19, P14 as second and third preference.
Role distribution	Team leader: for the first month, each member takes round to be the team leader, and vote for team leader after the first month. Yifei SHAO is the team leader until 13th Oct. Secretary: Haonan CHEN(could be changed)
Action Points	Haonan CHEN: Complete the minute and upload it onto WeChat group before 12:00 30th Sep. Everyone: Complete personal CV and letter for the project before 12:00 6th Oct. Yifei SHAO: Create a group in github before 12:00 6th Oct.

Next Meeting			
Date	**2021.10.06**	地点	**Online**
Time	**14:00**	Secretary	**Haonan CHEN**
Chairpesron	**Yifei SHAO**		