**Minute of Team 202113**

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| **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  Bid  Journal  Action points | 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.  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 4. Detailed personnel planning 5. Project ideas 6. Personal statement   About Personal statement, everyone should complete and upload to WeChat group tonight.  Yuke GAO is responsible for Advantages according to the uploaded personal statement.  Yongjing QI is responsible for Reasons of our choice according to the uploaded personal statement.  Haonan CHEN is responsible for Timer shaft.  Yifei SHAO is responsible for Detailed personnel planning.  Zhihang ZHU is responsible for Project ideas.  Besides, Yongjing QI will create a team e-mail and a team github organization.  All the work should be done before 10th Oct, and we will arrange a meeting and complete the final bid.  Everyone starts keeping project journals  Everyone: Complete personal statement and upload to the WeChat group.  Everyone: Start keeping journals and integrate on 10th Oct.  Yuke GAO: Complete Advantages part before 10th Oct.  Yongjing QI: Complete Reasons of our choice before 10th Oct.  Haonan CHEN: Complete Timer shaft before 10th Oct.  Yifei SHAO: Complete Detailed personnel planning before 10th Oct.  Zhihang ZHU: Complete Project ideas before 10th Oct.  Yongjing QI: Create a team email and a github organization.  Haonan CHEN: complete the minute and upload to the WeChat group before 12:00 7th Oct. | | | | | | |
| **Next Meeting** | | | | | | | |
| Date | | | **2021.10.10** | | Location | | **Library** |
| Time | | | **TBC** | | Secretary | | **Haonan CHEN** |
| Chairpesron | | | **Yifei SHAO** | | | | |