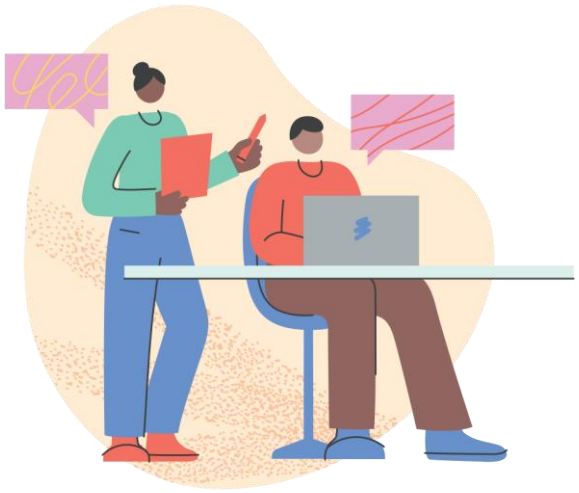
MEETING NOTE

GROUP 17



DATE:	TIME:	MEETING LOCATION:
Oct 25th, 2023	7:00 PM	Teams Group Call

ATTENDEES	Jie Zhang, Zirui He, Kaicheng Xu, Shuren Xu
NOTE TAKER:	Zirui He

PURPOSE OF THE MEETING

Working on project plan.

PREVIOUS MEETING FOLLOW-UP

SRS was done and submitted.

TOPICS

TIME ALLOTTED:	AGENDA TOPIC:	PRESENTER:
60 min	Overall Progress	Zirui, Jie

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Plan backbone	Jie	10/27
Team member role table	Zirui	10/27
Workflow plan	Zirui, Kaicheng	10/27
POC plan	Zirui	10/27
Technology plan	Shuren	10/27
Gantt Chart	Shuren, Jie, Kaicheng	10/27

Decision: We will try to implement P0 priority features for both frontend and backend for POC presentation. If time permits, we will attempt to integrate frontend and backend together, or establish mockup web pages for front-end features with P1 priority.