**Meeting Minutes 4**

**Meeting Minutes**

**Date：10 October 2020**

**Time：3:30 pm**

**Venue：Online**

**Present**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **P** | **A** | **Absent with Apologies** |
| **Jared Okeno** | **√** |  |  |
| **Haotian Sun** | **√** |  |  |
| **Yunting Chen** | **√** |  |  |
| **Weijie Li** | **√** |  |  |

**P = Present**

**A= Absent**

**Meeting Online**

|  |  |
| --- | --- |
| **Tsak** | **Action taken by** |
| 1. **Agenda of meeting**   **-** Discuss Interim report  -Task Distribution  - Manage Github account and upload files to the project warehouse  **2. Content of meeting**  - Our team discussed the requirements of each part of the report and the scoring standards and conducted task dstribution  -Jared is responsible for the background and grammar check of the report  -Haotian is responsible for the aims and methods of the report  -Yunting is responsible for the results of the report  -Weijie is responsible for the ethical consideration of the report   * -Mention the github project warehouse again | **Jared,**  **Haotian, Weijie,Yunting**  **Jared**  **Haotian**  **Yunting**  **Weijie** |
| **Next Team Meeting**  **16 October 2020 online**  **There being no other matters, the meeting was adjourned at 3:30pm** | |

**Meeting Minutes 5**

**Meeting Minutes**

**Date：16 October 2020**

**Time：3:30 pm**

**Venue：Online**

**Present**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **P** | **A** | **Absent with Apologies** |
| **Jared Okeno** | **√** |  |  |
| **Haotian Sun** | **√** |  |  |
| **Yunting Chen** | **√** |  |  |
| **Weijie Li** | **√** |  |  |

**P = Present**

**A= Absent**

**Meeting Online**

|  |  |
| --- | --- |
| **Tsak** | **Action taken by** |
| 1. **Agenda of meeting**   **-** Discuss our draft report  **-** Participate in the lecturer's zoom group meeting  **-** Communicate and discuss the lecturer’s suggestions and improve the user interface  **2. Content of meeting**  -Discuss team members’ drafts and give each other opinions  -Participate in the lecturer meeting, record the problems and suggestions mentioned by the lecturer, the lecturer suggests that we cancel the login interface  -Yuting is responsible for improving the user interface and further creating the true prototype  -Jared believes that the UI design of our group should have an international student part. He also suggested that Haotian's aims should go deeper into the technical part and how to improve the user experience | **Haotian Jared,Yunting**  **Haotian,Weijie**  **Jared,Haotian**  **Jared,Yunting**  **Haotian,Weijie**  **Yunting**  **Jared** |
| **Next Team Meeting**  **25 October 2020 online**  **There being no other matters, the meeting was adjourned at 3:30pm** | |