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| **Meeting Minutes of Team 07** | |
| **Venue:** Group Study Room 19 | **Meeting date:** 2021/04/02 |
| **Start time:** 17:00 | **End time:** 19:00 |
| **Attendance:**   * Qicheng CHEN * Longwen HU * Sihan LU * Yanbing LUO | |
| **Late:** None | **Absence:**   * Chunlong ZHENG * Zhuopu WANG |
| **Business from the last meeting:**  None | |
| **Opening remarks:**  The meeting is held on the day closed to the Qingming Holiday, some of the team members went home when the meeting started. | |
| **Content** | |
| **Item 1: Prepare Group Presentation** | |
| We planned to present about six sections in our group presentation.   * Introduction (1’30’’) * Background (1’30’’)   + Market analysis   + NLP * Software requirement (2’) * Front-end, back-end * Reflections, including reflective remarks on the success of the project * Conclusion (1’)   Every team member picks one section to write the draft, we decided to choose only one team member to do the presentation. | |
| **Work allocation and deadline:** | |
| **Name** | **Work and deadline (including remarks)** |
| Chunlong ZHENG | Draft for introduction section (DDL: 2021/04/04) |
| Zhuopu WANG | Draft for Background section (DDL: 2021/04/04) |
| Sihan LU | Draft for Software Requirement section (DDL: 2021/04/04) |
| Longwen HU | Draft for Front-end, Back-end section (DDL: 2021/04/04) |
| Qicheng CHEN | Draft for Reflection section (DDL: 2021/04/04) |
| Yanbing LUO | Draft for Conclusion (DDL: 2021/04/04) |
| **Minutes taker:** Qicheng CHEN | |