# Group Name: Day Dream (Group 3)

*Date | time* 12/9/2020 4:00 PM| *Location* Zoom

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| |  |  | | --- | --- | | Meeting called by | Tiansheng Liu | | Type of meeting | Online Zoom Meeting | | Facilitator | Kewen Su | | Note taker | Fengjun Li | | Timekeeper | Haozhe Zhang | | Attendees [Trung Kien Hoang, Yinan Chen, Tiansheng Liu, Kewen Su, Xiaohan Li, Haozheng Zhang, Fengjun Li]  Please read [Project Plan.pdf, Week4\_Progress report presentationN.pdf]  Please bring [Internet connection, The questions of project] |

## Agenda Items

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| Topic | Presenter | Time allotted |

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| ☐ | [Topic] | [Presenter] | [Time] |
| ✔ | 1. Issue regarding whether to merge with Group 7 (Add a poll) | All team members | 10 minutes |
| ✔ | 2. Report the progress of prototype development | All team members | 25 minutes |
| ✔ | 3. Discuss and prepare for the week 4 presentation | All team members Presenter: Kewen Su | 30 minutes |
| ✔ | 4. Integration each part of the project plan report and improve it | All team members | 40 minutes |
| ✔ | 5. Organize a meeting with another group to confirm the basis of our website | Tiansheng Liu | 20 minutes |
| ✔ | 6. Report the difficulties we’ve met and try to solve it | All team members | 15 minutes |
|  |  |  | 140 minutes |

## Other Information

Observers [Trung Kien Hoang]

Resources: <https://canvas.sydney.edu.au/courses/25930/modules>

Special notes: There will be a client meeting on next Tuesday 4 p.m. Prototype will be checked.