# Group Name: Day Dream (Group 3)

*Date | time* 18/9/2020 4:00 PM| *Location* Zoom

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| |  |  | | --- | --- | | Meeting called by | Tiansheng Liu | | Type of meeting | Online Zoom Meeting | | Facilitator | Xiaohan Li | | 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 Proposal.pdf, Week5\_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. Progress summary and problem analysis for the project | All team members | 15 minutes |
| ✔ | 2. Discuss and allocate the task for the Project Proposal   1. Executive Summary - Yinan Chen 2. Introduction and motivation - Haozheng Zhang 3. Problem definition - Tiansheng Liu 4. Review of literature and related work - Fengjun Li 5. Proposed methodology - Kewen Su 6. Access to resources required - Trung Kien Hoang 7. Objectives, Scope, Project schedule - Xiaohan Li 8. Summary, References - All team members | All team members | 30 minutes |
| ✔ | 3. Prepare for next week’s presentation | All team members Presenter: Xiaohan Li | 45 minutes |
| ✔ | 4. Sort out questions or difficulties that need to be sent to ask customers or coordinator   1. Client issues 2. Presentation issues 3. Project proposal issues | All team members | 15 minutes |
| ✔ | 5. Organise next group meeting for Q4 | All team members | 10 minutes |
| ✔ | 6. Complete the peer review and submit it | All team members | 10 minutes |
|  |  |  | 125 minutes |

## Other Information

Observers [Yinan Chen]

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

Special notes: Low fidelity prototype and project plan confirmation with client