

Meeting 2

Meeting Minutes [120]

Date: 15 March 2021

Time: 12:00 - 14:00

Location: Online

Members present:

- *Qihan Cai*
- *Yisheng (Alison) Zheng*
- *Alan*
- *Conor*
- *Vincent*

Agenda:

- *Finish Task 3, and part of Task 4*

No.	Items	Presenter	Action by
1.	Task 3 <ul style="list-style-type: none">· <i>Alan - Q1, Card sorting</i>· <i>Alison - Card sorting</i>· <i>Alison, Vincent, Conor - site map</i>· <i>Qihan - Q1, Q2, Card sorting, Feedback response</i>		Alan Alison Conor Qihan Vincent
2.	What to do next? <ul style="list-style-type: none">· <i>Test serving content - All member</i>· <i>Finish card sorting - Alison</i>· <i>Wireframe diagram - Conor</i>		Alan Conor Alison

3.	Next meeting at Thursday		
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Meeting adjourned at 12:00.

Minutes prepared by: All members

Confirmed by: 

Jiahao Chen Yisheng Zheng