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  ·      *Alan - Q1, Card sorting*  ·      *Alison - Card sorting*  ·      *Alison, Vincent, Conor - site map*  ·      *Qihan - Q1, Q2, Card sorting, Feedback response* |  | Alan  Alison  Conor  Qihan  Vincent |
| 2. | What to do next?  ·      *Test serving content - All member*  ·  *Finish card sorting - Alison*  ·  *Wireframe diagram - Conor* |  | Alan  Conor  Alison |
| 3. | Next meeting at Thursday |  |  |

Meeting adjourned at 12:00.

Minutes prepared by: All members

Confirmed by: 一張含有 文字 的圖片

自動產生的描述一張含有 文字 的圖片

自動產生的描述一張含有 文字, 美工圖案 的圖片

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自動產生的描述