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| Team Meeting | 18th May 20203:30pm-4:30pmOnline Zoom: 250922286 |

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| Type of meeting: | Follow up team meeting week 10 |
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| Attendees: | Xuefeng Chen  Shang Gao  Chang Liu  Yiyang Xu |

# Minutes

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| Agenda item: | Regular discussion |  |  |

#### Discussion:

* Weekly wake-up
* Discuss the feedback:

We will need to finish template module due to the absence of Chuanxi Fu. And this function is the last one according to client requirement.

We will need to prepare for the presentation.

* We will deliver our final product to our client next Thursday 28th May.
* User story tracking: <https://docs.google.com/document/d/1R6aMB8asneLeqHPoCRVPy7Ywu2cxXXuAny9Z8Ii75Xw/edit?usp=sharing>
* Special cases: Team member Chuanxi Fu is missing. There is no problem with progress because we only have 1 more module to add. However, if the situation continues, Chuanxi Fu may not be able to attend the final presentation.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Documentation and PPT preparation for presentation  Bug fix  Add test cases  Template module | Xuefeng Chen & Chang Liu  Chang Liu, Shang Gao  Xuefeng Chen & Yiyang Xu  Yiyang Xu as the leader | 25 May 2020  25 May 2020  25 May 2020  25 May 2020 |