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| Team Meeting | 25th May 20203:30pm-4:30pmOnline Zoom: 250922286 |

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| Type of meeting: | Follow up team meeting week 11 |
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| Attendees: | Xuefeng Chen  Shang Gao  Chang Liu  Yiyang Xu  Chuanxi Fu |

# Minutes

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| Agenda item: | Regular discussion |  |  |

#### Discussion:

* Weekly wake-up
* Template function to be finished so that on 28th May client could accept our final demonstration.
* For the presentation, Yiyang xu will be in responsible of demonstration. Other parts are taken by each of team members.
* A presentation practice will be held on 1st June.
* User story tracking: <https://docs.google.com/document/d/1R6aMB8asneLeqHPoCRVPy7Ywu2cxXXuAny9Z8Ii75Xw/edit?usp=sharing>

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Prepare content of presentation  PPT generated  Final product check  Final demo to client | All team members  Chang Liu  Yiyang Xu  All team members | 31 May 2020  31 May 2020  31 May 2020  28 May 2020 |