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| Team Meeting | 23th March 20203:30pm-5:30pmOnline Zoom: 250922286 |

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| Type of meeting: | Follow up team meeting week 4 |
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| Attendees: | Xuefeng Chen  Chuanxi Fu  Shang Gao  Chang Liu  Yiyang XU |

# Minutes

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| Agenda item: | Regular discussion and Frontend structure discussion | Presenter: |  |

#### Discussion:

* Weekly wake-up
* Discuss the pros and cons of team work so far.
* Discuss the team collaboration tools (Git, Slack) issue.
* Discuss the current progress
* Amendment made:
  + Set branch for each function and use pull request to enhance team collobration.
  + Automated deployment
  + Communicate key information on Slack
* Enhance team management

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Continue structure design and development. * Agenda and meeting minutes * Trello board management * Meeting with client * Continue work allocated on last Thursday | Yiyang Xu  Chang Liu  Chuanxi Fu  All front-end members  All front-end members | 3rd April 2020  3rd April 2020  3rd April 2020  3rd April 2020  3rd April 2020 |