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| Team Meeting | 20th April 20203:30pm-5:30pmOnline Zoom: 250922286 |

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| Type of meeting: | Follow up team meeting week 5 |
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| Attendees: | Xuefeng Chen  Shang Gao  Chang Liu  Yiyang XU |

# Minutes

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| Agenda item: | Regular discussion | Presenter: |  |

#### Discussion:

* Weekly wake-up
* Discuss the feedback:

We will need something more about user-stories and big picture of sense.

Members should contribute more about meeting: More proactive at the meetings.

* We will need to demonstrate a well function website to the client on this Thursday.
* We will be providing client independent link for her self-testing.
* User story tracking: https://docs.google.com/document/d/1R6aMB8asneLeqHPoCRVPy7Ywu2cxXXuAny9Z8Ii75Xw/edit?usp=sharing

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Prepare for demonstration to client  File upload function  Share function | All members  Shang Gao  Chang Liu | 23 April 2020  23 April 2020  23 April 2020 |