

- **Date:** 2025-06-04
- **Time:** 02:30 PM–03:00 PM
- **Location/Platform:** ERC Library
- **Attendees:**
 - Sangmoon Han
 - Soyeon Park
 - Yu-Tse Ling (Zona)
 - Man-Hua Chu (Kate)
 - Po-Yun Hsiao (Harold)
- **Agenda:**
 - Organise the final product handover documentation and ensure the comments in the coding files are easy to comprehend.
 - Allocate the tasks of the sprint 4 submission
- **Discussion Points & Notes:**
 - Verified the definition of reports, diagrams, and images specified in the marking rubrics to prepare the document.
 - Discuss the possible components and adjustments that can be included in the demo video:
 - a. Defining the problems - showing why the product is important
 - b. Making sure the target audience
 - c. Zoom in to show specific features of the product that audiences can see clearly
 - d. Adding background music to lighten the mood of audiences when watching the video
- **Action Items:**
 - Update the CHANGELOG.md to summarise the major updates, fixes, and refinements- **Assigned to:** Zona – **Due by:** 08/06
 - Document the deployment instructions and set-up manual of the product - **Assigned to:** Soyeon – **Due by:** 08/06
 - Update the README.md to include the development of the project - **Assigned to:** Kate – **Due by:** 08/06
 - Create the product handover page on the wiki to elaborate on the details of the product deployment and system architecture - **Assigned to:** Sangmoon – **Due by:** 08/06
 - Restructure the content of demo video to make it engaging and appealing advertise our product to potential users - **Assigned to:** Harold – **Due by:** 08/06