

- **Date:** 2025-03-21
- **Time:** 12:00-12:30 PM
- **Location/Platform:** Zoom
- **Attendees:**
  - Sangmoon Han
  - Soyeon Park
  - Yu-Tse Ling (Zona)
  - Man-Hua Chu (Kate)
  - Po-Yun Hsiao (Harold)
  - Jim Hsiao
- **Agenda:**
  - Clarify the first meeting with the supervisor and client
  - Discuss the project requirements
  - Take-over the project from the previous team
  - Check issues
- **Discussion Points & Notes:**
  - Reorganise regular meeting schedule with the supervisor
  - Documentation of the project is important and done through the wiki
  - Project goals are set up for improving usability and resolving technical issues
- **Action Items:**
  - Start to document about project background, goals, overview - Assigned to: Zona, Kate - Due by: 03-27
  - Plan for sprint 1 - Assigned to: everyone - Due by: 03-27
- **Next Meeting:** 2025-03-27 10:00~10:30 AM