

- **Date:** 2025-05-07
- **Time:** 2:30 PM–3:00 PM
- **Location/Platform:** Online(Zoom)
- **Attendees:**
  - Sangmoon Han
  - Soyeon Park
  - Yu-Tse Ling (Zona)
  - Man-Hua Chu (Kate)
  - Po-Yun Hsiao (Harold)
- **Agenda:**
  - Allocate task for sprint 3, and code review for correcting error on sprint 2.
  - Discuss how to proceed with the analysis part
  - Check the new contents from the client.
- **Discussion Points & Notes:**
  - i. Fixed bugs identified in sprint2, and uploaded modified code in chapters/signout branch.
  - ii. Checked sprint planning and allocated tasks.
  - iii. Using vercel analytics and Cloudinary analytics for analytics part.
  - iv. Adding new chapters (chapter 5~7) followed by clients response.
  - v. Discussed how can we upload the video which is larger than 100 MB. (limitation of maximum video size)
- **Action Items:**
  - Using analytics tools to show the user data – **Assigned to:** Harold, Zona, Kate, Sangmoon – **Due by:** 11/5
  - Modifying table of contents – **Assigned to:** Soyeon – **Due by:** 14/5
  - Communicating with client about new contents – **Assigned to:** Harold – **Due by:** 11/5
- **Next Meeting:** 14/5 2:30 PM–3:00 PM