- **Date:** 02-04-2025
- **Time:** 10:00-10:30 AM
- **Location/Platform:** Zoom
- **Attendees:**
    - Sangmoon Han
    - Soyeon Park
    - Yu-Tse Ling (Zona)
    - Man-Hua Chu (Kate)
    - Po-Yun Hsiao (Harold)
    - Jim Hsiao
- **Agenda:**
    - Validate prototype
    - Revise Wiki
    - Revise sprint1 documentation
- **Discussion Points & Notes:**
    - Functions that can be improved in the prototype, such as allowing users to click 'Previous Page' button to go back instead of clicking 'Home' everytime.
    - Make the project board accessible from the Wiki.
    - Create a sidebar for the Wiki.
    - Summarize project goal and scope in functional and non-functional goals.
    - Elaborate on why we assign specific story points to the user stories.
    - Elaborate on why we choose certain technologies.
    - Add a workflow page that contains style and conventions of our project in Wiki.
- **Action Items:**
    - Project board link - Assigned to: Sangmoon - Due by: 03/04
    - Reasons for used technologies - Assigned to: Sangmoon - Due by: 03/04
    - Workflow page - Assigned to: Kate - Due by: 03/04
    - Reasons for story points - Assigned to: Zona - Due by: 03/04
    - Non-functional and functional goals - Assigned to: Sangmoon, Soyeon - Due by: 03/04
    - Wiki sidebar - Assigned to: Kate - Due by: 03/04
    - Today's meeting note - Assigned to: Kate - Due by: 03/04
    - Refine prototype - Assigned to: Harold - Due by: 03/04
- **Next Meeting:** 10th/4 10:00-10:30 AM