

- **Date:** 01-05-2025
- **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:**
  - Team updates and progress sharing
  - Review Sprint 2 tasks and documentation
  - Clarification on code review templates and pull request sheet
  - Discussion on stakeholder vs client feedback
- **Discussion Points & Notes:**
  - Team Updates: Each team member shared what they did over the Easter and ANZAC holidays. We finished most of the tasks for Sprint 2 and updated the corresponding documentation.
  - Supervisor Review: Jim went through the Wiki and repo and confirmed there were no major issues.
  - Code Review Template: Clarified that the code review template table and pull request sheet are optional; we don't need to include them in the Wiki if our code review is clear already.
  - Client vs Stakeholder: Jim clarified that client and stakeholder are different entities, so we need to gather feedback and suggestions from both groups.
- **Action Items:**
  - Ask stakeholders for their opinion on our website - Assigned to: Zona - Due by: 5/2
  - Request new content to add to the website - Assigned to: Harold - Due by: 5/4
  - Fix website bugs - Assigned to: Kate, Sangmoon, Sangmoon - Due by: 5/2
- **Next Meeting:** 8th May 10:00-10:30 AM