

- **Date:** 15-05-2025
- **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
  - Feedback on Sprint 2 documentation structure
  - Discussion about problems encountered during sprint 3
- **Discussion Points & Notes:**
  - Team member sharing on what each did during the last week:
    - Sangmoon: Researched on Google Analytics implementation to show analytics.
    - Soyeon: Redeployed the website and fixed display errors in the website.
    - Harold: Worked on the documentation of Ethical Considerations
    - Kate: Add the images to the website
    - Zona: Add the videos to the website
  - We have to pull out the Ethical Considerations and Cyber Security Considerations from sprint 2, and categorize them under the overall project
  - Shared the feedback we received from our client and explained how we plan to improve it.
- **Action Items:**
  - Work on deployment and fixing bugs for the project - Assigned to: Soyeon - Due by: 25/5
  - Improve the documentation of sprint 2 with the suggestions from the supervisor - Assigned to: Everyone - Due by: 14/5
  - Work on documentation of code review - Assigned to: Kate - Due by: 25/5
  - Work on documentation of sprint planning - Assigned to: Sangmoon - Due by: 25/5
  - Work on documentation of sprint review - Assigned to: Zona - Due by: 25/5
  - Work on documentation of test cases - Assigned to: Harold - Due by: 25/5
- **Next Meeting:** 22th May 10:00-10:30 AM