- **Date:** 22-05-2025
- **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 3 documentation progress
  - Discussion about final presentation and documentation
- **Discussion Points & Notes:**
  - Feedback from the Sprint 2 : how can we re-organise structure and reflect the feedback
  - Final presentation : Client absence of the presentation, making sure the timeline
  - Demonstration and deployment improvement needed (Separate wiki page and demonstration video)
  - Sharing what team members done through the week
- **Action Items:**
  - Finalising the developing process and deployment - Assigned to : Everyone - Due by: 30/5
  - Making demonstration video and wiki for explaining feature of product - Due by: 30/5
  - Finalising the documentation of sprint 3 with the feedback from the sprint 2 - Assigned to: Everyone - Due by: 14/5
  - Making slide deck for final presentation - Assigned to: Everyone - Due by: 27/5
- **Next Meeting:** 28th May 12:30-13:00 PM (Presentation)