

- **Date:** 08-05-2025
- **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
  - Discussion about problems encountered during sprint 3
- **Discussion Points & Notes:**
  - Team member sharing on what each did during the last week:
    - Sangmoon: Tried to implement Google Analytics for website analysis for clients to get insights
    - Soyeon: Deployed the website and improved the website interface, including adjusting the components' border size
    - Harold: Implement the video analytics on Cloudinary for fetching insights into videos
    - Kate: Implement the signup and signout function by integrating the platform Clerk into our project website
    - Zona: Add contents to the Contact page and the Privacy & Copyright page to the project website
  - Although the documentation for accessing the website exists, it is not clear enough for the markers to find in either the wiki or the README file, so we will have to improve on that.
  - It is good that we present the project website to our client, but the demo video of the project website wasn't explicit. We need to showcase the functions that we created to let the markers know our progress.
  - The size of some videos is too large to upload to Cloudinary, even though we have the client to divide the videos, so we will try to compress the videos by ourselves to store them in Cloudinary to reduce lag time when loading the videos on the website.
- **Action Items:**
  - Research on Vercel Analytics for implementation of the website - Assigned to: Soyeon, Zona, Kate - Due by: 11/5
  - Improve the documentation of sprint 2 with the suggestions from the supervisor - Assigned to: Everyone - Due by: 14/5
  - Continue to integrate Google Analytics into the project website to show the time each user spent on the webpage - Assigned to: Sangmoon - Due by: 14/5
  - Compress the video of the new chapters for the interactive textbook - Assigned to: Harold - Due by: 11/5
- **Next Meeting:** 15th May 10:00-10:30 AM