

Team Meeting 1

15/03/2022 / 8:45 p.m. / online

Attendees

Xavier, Stefan, Nancy, Zexi, Ate

Agenda

Meeting with Supervisor time

1. 1-2 p.m. Wed week3

Meeting agenda tomorrow with Supervisor

1. Introductions for everyone
2. Give him a fixed time and ask regular meeting weekly
3. Set a time for meeting the industry host(the first one)
4. We should be familiar with the project before getting to the host, read about the paper,
5. If he wants to get involved in our understanding and check with us before we meet with the host, we can set another appointment with him.
6. Ask what kind of communication tool he's comfortable with? Zexi emailed him

a Regular meeting with Supervisor (fixed the time)

1. Fill in the whenToMeet form

Set a time for meeting the industry host

1. Fill in the whenToMeet Form

Introducing ourselves

Action Items

- ~~1. Zexi Email Jiadong~~
- ~~2. Set up Google drive~~
3. Set a regular meeting time with JiaDong (**Fill in the whenToMeet form**)
4. Set a regular meeting time just within us before JiaDong Meeting
- ~~5. Both GitHub sharing resource and google drive set up~~
6. Send what's on the **Meeting agenda tomorrow with Supervisor**
7. Read the main paper if we can before the meeting tomorrow
- ~~8. Both GitHub sharing resource and google drive set up~~

9. At the end of the semester, we will deliver a literature review. Keep notes and share them before the meetings next week

Meeting ends at 9:35

Next Meeting Agenda