**Minutes for Team Meeting**

Group InfluxDB-PG01

Proxy Client: Sanchi Verma

Attendees: Xiaoyue Rao a1819070

Jianghao Jin a1880849

Tiantian Wang a1894037

Manhong Chen a1904387

Ziyan Zhao a1883303

Ling Luo a1847162

Yufei Wang a1897360

Yinkai Yuan a1909218

Location: Online Teams Meeting

Time: 6:05 PM – 7:00 PM, Monday, 14 Oct 2024 (Week 11)

**Summary**

In this meeting, we went through review for Sprint 4, discussed and finalized plans for Sprint 5 according to PO’s feedback, and assigned tasks to group members that are needed for the next Sprint.

**Meeting Agenda**

1. **Sprint 4 feedback discussion**
   * Go through PO’s feedback and discussed what are the requirement and changes we need to implement for this Sprint.
2. **Sprint 5 Planning**
   * Optimising graph visualisation.
   * Add threshold for field numeric values.
   * Save the output as pdf, png, or other file formats.
   * Visualise the data by table or graph (three options).
   * Preview data.
   * Snapshot 5.1 & 5.2.
   * Meeting minutes.
   * Debugging.

**Next step**

* Use the last Sprint to finalise features mentions during the PO meeting.
* Start planning and assigning tasks for final report and video development.