7/03/2024

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| Meeting Notes Recorder: Yu Tang |

# Attending

Yu Tang

Penelope

## Announcements

Next teams meeting time：Wednesday 9pm  
Next mentor and client meeting time：Friday am, WZ level 1101

## Discussion

The team used Trello for project management and task allocation to plan and distribute various tasks in detail (https://trello.com/b/3xuERUpt/client-portfolio-management). However, when it comes to planning, we believe that we cannot specify the exact time allocation for each day, from what time to what time to do what.  
  
Work allocation

https://trello.com/b/3xuERUpt/client-portfolio-management