**Meeting Minutes**

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| **Meeting Title:**  Discuss granularity of the user survey and design the questionnaire | | |
| **Number of Meeting:**  3 | **Meeting Date:**  31st Jul | **Meeting Time:**  10:00am ~ 10:30am (GMT+1) |

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| **Meeting Location** | WeChat Group |
| **Meeting called by** | Peng Gao |
| **Type of meeting** | Thematic discussions |
| **Facilitator** | Peng Gao |
| **Note taker** | Weibang Tang |
| **Timekeeper** | Weibang Tang |
| **Attendees** | Peng Gao, Richard Zhang, Weibang Tang |

**Note:** Hao’s absent for Covid antibody test.

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| **No.** | **Agenda Item** | **Action** |
| 1 | < Discussion on granularity >   1. Clarified the definition of granularity and presented the basic logic (data driven) for designing this round of questionnaires 2. The group members each suggested questions that they felt were necessary and discussed the final content to be included in the questionnaire, as well as the evaluation system | Peng Gao  Richard Zhang  Weibang Tang |
| 2 | < Task allocation >   1. Completed the design of the interview questionnaire and arranged for each member to use this questionnaire to drop it on friends and classmates around them 2. Each person thinks about the style of UI design and proposes a corresponding design solution | Peng Gao  Richard Zhang  Weibang Tang |