Meeting Minutes

Template of a draft minutes

Group25 meeting for (Division of tasks and professional reporting)

Held (2023/10/9/ 3rd teaching building)

MINUTES

Part 1 – Preliminary Items

# Present:

Title Name

Ms. Dongni Chen (Chair)

Mr. Zhiqi Shen (Secretary)

Ms. Yizhu Wang

Mr. Mo Zou

Mr. Modi Li

Mr. Yuxuan Wang

Mr. Chenhui Qiu

Ms. Hao Peng

Ms. Xiaotong Xue

Mr. Chenxi Wu

# Apologies for absence

Title Name

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1. Minutes of the last meeting (in the attachment if any)

(The chair found the minutes of the last meeting had been agreed and been attached for this meeting.)

1. Action points outstanding from the last meeting (in the attachment if any)

(The chair found that the action points of the last meeting had all been completed before the deadline.)

Part 2 – Topics for discussion

4. **In-Depth Review of Task Accomplishments in Each Field of Expertise:**

The representatives hailing from various specializations brought forth exhaustive reports detailing the triumphant completion of their tasks during the initial phase of the project. In these reports, they illuminated the myriad challenges they encountered and the ingenious solutions they devised to overcome them. It was clearly elucidated how their dedicated efforts substantially contributed to the overall success of the project. The accomplishment of tasks in each specialized field was characterized by a relentless commitment to comprehensive research, the adept collection of data, and the meticulous execution of plans. This meticulous approach led to an in-depth understanding of their respective domains and enabled a profound exploration of the intricate nuances within them.

5. **Strategic Planning for Interdisciplinary and Intra-Specialization Collaboration:**

The discourse delved into the intricacies of the project, with a focal point on the strategic planning for fostering inter-disciplinary and intra-specialization collaboration. Attendees engaged in a thoughtful exploration of how the diverse expertise resident within each specialization could be synergistically harnessed. They identified specific areas where these different domains of knowledge could be combined to produce innovative outcomes. Furthermore, participants considered the ways to improve communication and coordination within each specialization. This was seen as a critical step in ensuring a seamless flow of information, knowledge, and ideas throughout the project's lifecycle. It became evident that effective collaboration, both across disciplines and within them, would be a cornerstone of the project's future success.

6. **Delegation of Responsibilities for Reporting and Material Preparation:**

In preparation for the project's second phase, attendees actively engaged in an in-depth discussion concerning the allocation of tasks related to reporting and material preparation. This comprehensive dialogue encompassed the meticulous assignment of responsibilities for creating presentation slides, producing captivating introduction videos, and systematically gathering relevant data and information.

During these discussions, participants delved into the significance of striking a harmonious balance between creativity and technical accuracy within the materials. They emphasized that maintaining this equilibrium was crucial for effectively conveying the project's outcomes to the intended audience. The expanded and enriched content of the meeting minutes provides a more comprehensive understanding of the nuanced deliberations and strategic decisions that transpired during the meeting, ensuring that participants have a deeper insight into how to effectively prepare and present project materials.

Attachment 1:

**Meeting Minutes**

**Date of Meeting**: September 29, 2023

**Meeting Time:** 8:00 PM

**Meeting Venue**: 3rd Teaching Building

**Attendees**:

- All members of Group 25

**Agenda**:

1. **Time and Venue**

The meeting convener began by informing all attendees of the specific time and location for the meeting, scheduled for 8:00 PM at the 3rd Teaching Building. This was done to ensure that everyone had a clear understanding of the meeting's logistical details.

1. **Attendance**

Following the announcement of the meeting's location and time, the facilitator proceeded to confirm the list of attendees. This step aimed to ensure that the meeting was adequately attended and that all designated representatives were present.

1. **Minutes of the Last Meeting**

In this case, as it was the inaugural meeting, there were no minutes from a previous meeting to review, discuss, or approve.

1. **Action Points Outstanding from Last Meeting**

Similar to the absence of previous meeting minutes, since this was the initial meeting of the project, there were no outstanding action points from a prior meeting to track or address.

1. **Discussion of Progress on First Half of the Project**

The representative from the Electronic Commerce program provided a comprehensive update on the progress of tasks completed during the first half of the project. The representative emphasized the efficient completion of their tasks and indicated that they had received validation from the project instructor.

The representative from the Telecommunications Engineering and Management program also reported on the successful completion of tasks during the first half and corroborated that the instructor had verified their work.

The representative from the Internet of Things program underscored the seamless completion of tasks in the first half and affirmed that their work had received instructor approval.

1. **Discussion of Materials and Presentation Content Preparation for the Second Half of the Project, and Assignment of Responsibilities**

In this segment, attendees engaged in an in-depth discussion regarding the materials and content required for the second half of the project. After extensive deliberation, the following agreements were reached:

* Each program will take responsibility for crafting presentation slides (PPT) and developing engaging introduction videos to present their work more dynamically and effectively.
* Each program will also continue to enhance and fortify their knowledge within their respective domains to ensure the provision of the most professional and expert information during the upcoming phase.

- Each program will prepare presentation slides (PPT) and introduction videos to present our work more dynamically.

- Each program will continue to enhance and strengthen their respective domain knowledge to ensure that we can provide the most professional information.

1. **Confirmation of Date for the Next Meeting**

The attendees collectively concurred on scheduling the next meeting for October 9th. This meeting's purpose will be to review project progress and address any potential issues that may arise.

**Meeting End Time**: 9:30 PM

**Meeting Recorder**: Zhiqi Shen

[End of Meeting Minutes]

Attachment 2

**Note: All tasks are completed before ddl after the last meeting**

**Meeting records of each department**

E-commerce and Law

First meeting

Date/time:26th of June，1:00pm

Meeting form :online meeting

Present: all e-commerce major students

Major leader: Xiaotong Xue

Proceeding:

1.Discuss what should we do.

2.Discuss the function that each student in charge of.

Second meeting

Date/time:31th of July, 4:30pm

Meeting form: offline meeting

Present: all e-commerce major students

Major leader: Hao Peng

Proceeding:

1.Analysis the difficulties we met and discuss how to solve them.

2.Allocate the task again.

Third meeting

Date/time:21th of August, 11:00pm

Meeting form: offline meeting

Present: all e-commerce major students

Major leader: Hao Peng

Proceeding:

1.Combine the codes of us and run the code successfully.

2.Search and collect the method and thought about how to show the data visually.

Fourth meeting

Date/time:17th of September，3:00pm

Meeting form: online meeting

Present: all e-commerce major students

Major leader: Chenxi Wu

Proceeding:

1. Combine the codes of our three students and successfully implement and display them.

2. Research Bluetooth wireless device to collect data from car to back-end.

IoT

First Meeting

Time: 26th June 2023, 1:00 pm

Meeting Form: Offline

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Discuss project objectives and requirements.

2. Allocate the task of YOLO model sample search and training.

3. Discuss the architecture and design of the Web GUI.

Second Meeting

Time: 10th July 2023, 2:30 pm

Meeting Form: Offline

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Update on the progress of Phase 1 tasks - YOLO model sample search and training.

2. Discuss the development progress and issue resolution of the Web GUI.

Third Meeting

Time: 25th July 2023, 3:15 pm

Meeting Form: Tencent Meeting

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Discuss the development progress of the Web GUI.

2. Discuss the implementation and integration of the API interface.

Fourth Meeting

Time: 9th August 2023, 2:30 pm

Meeting Form: Tencent Meeting

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Update on the progress of Phase 2 tasks - Web GUI and API interface.

2. Discuss the connection of the hardware camera and integration with the database.

Fifth Meeting

Time: 23rd August 2023, 4:00 pm

Meeting Form: Tencent Meeting

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Discuss the progress of connecting the hardware camera.

2. Discuss the progress of connecting to the database.

Sixth Meeting

Time: 6th September 2023, 3:30 pm

Meeting Form: Offline

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Update on the progress of Phase 3 tasks - Hardware camera connection and database integration.

2. Review the overall project completeness and performance.

Seventh Meeting

Time: 15th October 2023, 2:00 pm

Meeting Form: Offline

Present: Chenhui Qiu; Yuxuan Wang

Proceeding:

1. Final project demonstration and testing.

2. Discuss the preparation of project documentation and reports.

Electronic Engineering and Management

First Meeting

Time: 26th June 2023, 3:00 pm

Meeting Form: Offline

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1.Discuss delegation of tasks and project objectives.

Second Meeting

Time: 15th July 2023, 3:30 pm

Meeting Form: Offline

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1. Update on the progress of current stage objectives.

2.Debug the assembled robot hardware and discuss issue resolution.

Third Meeting

Time: 25th July 2023, 2:15 pm

Meeting Form: Tencent Meeting

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1. Discuss the required sensors and their debugging and installation on the robot.

Fourth Meeting

Time: 5th August 2023, 2:30 pm

Meeting Form: Tencent Meeting

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1.Discuss solutions to improve the robot's sensitivity and object recognition.

Fifth Meeting

Time: 21rd August 2023,1:00 pm

Meeting Form: Tencent Meeting

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1. Record the robot's performance and observations during a maze navigation test.

Sixth Meeting

Time: 7th September 2023, 5:30 pm

Meeting Form: Offline

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1.Review and address issues encountered in previous stages.

2.Discuss adjustments to robot parameters and collaboration with other departments.

Seventh Meeting

Time: 16th October 2023, 4:00 pm

Meeting Form: Offline

Present: Zhiqi Shen , Yizhu Wang , Dongni Chen , Mo Zou , Modi Li

Proceeding:

1. Final project demonstration and testing.

2. Discuss the preparation of project documentation and reports.