

Meeting Minutes

Meeting Title: : Bi-Weekly Team Meeting with Group Facilitator

Date: 20th August 2025

Time: 2.00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees:

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Christina Fington, Gayathri Kasunthika Kanakaratne, Mans Rawat

Group Facilitator: Jichunyang Li

Discussion

Dani presented an update on the current status of the project. When the facilitator inquired about workload distribution, Dani explained the approach taken to ensure tasks were allocated effectively. The facilitator also requested that the GitHub access details be shared via email. In addition, Dani outlined the upcoming work planned for the next phase.

Gayathri sought clarification from the facilitator regarding team responsibilities, and it was confirmed that all members are expected to engage in technical feature development tasks.

Next Steps

1. Share GitHub access details with the facilitator.
2. Finalize the database design before dividing individual tasks.
3. Ensure equal participation of all members in technical development.