

Meeting Minutes

Meeting Title: Weekly Project Meeting – Work Allocation and Phase 2 proceedings

Date: 11 September 2025

Time: 21:00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees:

Team Members: Zhaodong Shen, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne, Dani Thomas

Discussion

Dani opened the meeting by asking the current progress from everyone. Accordingly members responded by explaining the situation. After that Zhaodong explained that the importance of expedite the process

Agenda

1. Review of current progress
2. Discussion on workflow and timelines
3. Next steps and responsibilities

Discussion

- **Progress Updates:**
 - Dani opened the meeting by requesting updates from each team member.
 - All members shared their current progress and challenges.
 - The discussion highlighted that while some tasks were on track, certain backend components required more attention to ensure timely completion.

- **Emphasis on Timeliness:**

- Zhaodong highlighted the importance of expediting the development process to keep Phase 2 on schedule.
- The team acknowledged the need for improved coordination and timely task delivery.

Decisions

- All team members must immediately prioritize their assigned backend tasks.
- The team agreed to maintain tighter progress tracking and provide regular updates during the week by aligning to the facilitator meeting

Action Items / Next Steps

1. Backend Development:

- Each member continues working on their allocated backend functionality without delay.
- Progress to be shared in the next check-in meeting.

2. Team Coordination:

- Members to promptly raise blockers or dependencies for quicker resolution.