Meeting Minutes

For the group meeting that was held on 28th March 2022

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| **Chair** | Yingyu Wei |
| **Attendees** | Ruwen Yi  Yuhao Wang  Ying Liao |
| **Apologies** | None |

# 1 Meeting Location and Duration

The first group meeting in Sprint 3 was held online, from 11.00 to 12:10 pm, on 28th March 2022.

# 2 Meeting Outcomes

1. The course instructor has gave us an extension for submitting pitch slide. So our assignment due date is the end of 1st April.
2. We assigned each member a portion of the pitch slide:
   1. Introduction, future scope, and conclusion [taken by Ruwen]
   2. Problems that customers are encoutering [taken by YingYu]
   3. Our solution [taken by Yuhao]
   4. Feasibility [taken by Ying]
3. We planned the schedule by the deadline of pitch slide (see section 3, tasks to do).
4. We determined the template for pitch slide, and we decided to use Zoom to record pitch presentation individually.
5. Ruwen displayed the API prototype. All members had a basic understanding of how we could integrate API into our project. And the API prototype can be used for our project.

# 3 Tasks to do

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| **Tasks** | **Assigned to** | **Deadline** |
| Write on slides and send the first version to the course instructor to get feedback | All members | By 8:00 pm, 28th March |
| Prepare to give and take the suggestions towards the content | All members | By 1:00 pm, 29th March |
| Revise slides and scripts according to feedback from the course instructor | All members | By 1:00 pm, 30th March |
| Rehearse pitch presentation individually, prepare to give and take the suggestions towards the performance | All members | By 1:00 pm, 30th March |
| Record and upload the pitch presentation | All members | By 1:00 pm, 1st April |

# 4 Next Meeting

Next meeting is a group meeting and will be held on Zoom at 3:00 pm, on 30th March.