Group Meeting Agenda

For the group meeting that will be held on 14th Mar 2022

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| **Chair** | Ruwen Yi |
| **Expected Attendees** | Ruwen Yi,  Yuhao Wang  Ying Liao |

# 1 Meeting Topics

* 1. Last Meeting Follow-up

None.

* 1. New Businesses
* Clarify data scope.(if client reply before our meeting) .
* Determine pitch presentation structure.
* Group management: Meeting minutes and meeting agenda for group meetings.
* Managing project documents: Using GitHub to record our progress.
* Team organization and project plan.

# 2 Presentation Content

Clarify what we should do in this course.