Meeting Minutes

For the group meeting that was held on 30th March 2022

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

# 1 Meeting Location and Duration

The second group meeting in Sprint 3 was held online, from 3:00 pm to 5:45 pm, on 30th March 2022.

# 2 Meeting Outcomes

1. Everyone successfully performed their part of pitch presentation with appropriate eye contact and body language.
2. Each member received feedback from others about either their slide content or presentational skills.
3. We also read through the pitch checklist and criteria, to check whether our pitch slide met the requirement.

# 3 Tasks to do

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| **Tasks** | **Assigned to** | **Deadline** |
| Refine 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.