Group Meeting Agenda

For the group meeting that will be held on 4th April 2022

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

# 1 Meeting Topics

* 1. Last Meeting Follow-up

None.

* 1. New Businesses
* Give advice on the drafted business case and project plan.
* Discuss possible risks and how to manage them in our project
* Allocate tasks for pitch Q&A session.
* Talk about how to maintain agile process in our group
* Determine each member’s role in this project (product owner, product manager, etc.).

# 2 Presentation Content

Every member will present their part of business case/project plan to each other.