Meeting Minutes

For the group meeting that was held on 4th April 2022

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

# 1 Meeting Location and Duration

The third group meeting in Sprint 3 was held online, from 1:00 pm to 3:00 pm, on 4th April 2022.

# 2 Meeting Outcomes

1. Everyone got comments on their part of business case/project plan.
2. We discussed what risk may arise in our project, how possible, and the corresponding solution.
3. We allocated tasks for completing pitch Q&A session (see section 3).
4. Ying emphasized how agile approach should be integrate into our project.
5. Ying was appointed as the project manager; Yingyu was appointed as the product owner.

# 3 Tasks to do

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| **Tasks** | **Assigned to** | **Deadline** |
| Watch pitch videos and ask question to other teams | Team 1 - Ruwen  Team 3 - Ying  Team 5 - Yingyu  Team 19 - Yuhao | By 1:00 pm, 6th April |
| Refine business case | Yuhao, Yingyu | By 1:00 pm, 6th April |
| Refine project plan | Ruwen, Ying | By 1:00 pm, 6th April |

# 4 Next Meeting

Next meeting is a group meeting and will be held on Zoom at 1:00 pm, on 6th April.