Meeting Minutes

For the group meeting that was held on 6th April 2022

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

# 1 Meeting Location and Duration

The fouth group meeting in Sprint 3 was held online, from 1:00 pm to 3:00 pm, on 6th April 2022.

# 2 Meeting Outcomes

1. We discussed what content could be deleted in the business case & project plan.

2. We discussed the answers for the Pitch questions from other teams, and allocated tasks for answering the questions.

3. Yuhao introduced the database and showed how we could ask for data from database and then response the web browser with data.

4. We determined the development plan for the mid-break: we are going to learn by ourselves for the first week and start working from the second week.

# 3 Tasks to do

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| **Tasks** | **Assigned to** | **Deadline** |
| Condense and format business case & project plan into 4 pages | Ruwen, Ying | By 10:00 pm, 6th April |
| Answer pitch questions | Yang Lu's question - Yingyu  Zhetian Wei’s - Yingyu  Mingen Xiao's question - Yuhao  Chuwen Liu's question - Ying  Yang Lu's 2nd question -Ruwen | By 9:00 pm, 8th April |

# 4 Next Meeting

This was the last group meeting. Next meeting is a client meeting of sprint 4, which is expected on 25th April.