Meeting Minutes

For the group meeting that was held on 31st 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 6:00 pm to 8:10 pm, on 31st 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** |
| Record and upload the pitch presentation. | All members | By 1:00 pm, 1st April |
| Draft business case | Yuhao, Yingyu | By 1:00 pm, 4th April |
| Draft project plan | Ruwen, Ying | By 1:00 pm, 4th April |

# 4 Next Meeting

Next meeting is a group meeting and will be held on Zoom at 1:00 pm, on 4th April March.