Meeting Minutes

For the group meeting that was held on 21st April 2022

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

# 1 Meeting Location and Duration

The second group meeting in Sprint 4 was held online, from 5:00 pm to 6:00 pm, on 21st April 2022.

# 2 Meeting Outcomes

1. We added GitHub product wiki to advanced feature.

2. It is recommended that everyone in the team to update their progress in the discord ‘daily-scrum’ channel on the weekdays.

3. Yuhao presented the latest back-end feature, data can be shown dynamically on the webpage. However, further actions i.e. different Icons on each card, showing summary of each card need to be taken.

4. Yingyu Wei presented the main page design.

# 3 Tasks to do

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Assigned to** | **Deadline** |
| Determine slogan, title and degree summary | Everyone | By 23:59, 24th April |
| Research Figma to do prototype design | Ying & Yingyu | By 23:59, 24th April |

# 4 Next Meeting

Next meeting is a group meeting and will be held on Discord at 3:00 pm, on 22st April.