**• Team structure**

The team is composed of five people

Captain：Qimeng Yang

Team member：Baoqi Gong、Sihan Wu、Mingyan Wei、Haoqi Xue

**• Meeting agenda and minutes，Project schedule**

1. October 28 20:00-21:00: Online communication and discussion to determine the target population, making an Ideas board that captures the need analysis and create a repository.
2. October 31 20:00-21:00: Online discussion for team division, complete the basic introduction and operation instructions of system requirements Turn user needs into a set of requirements that define the functionalities of the modified app.
3. It is planned to conduct integration and summary on November 4.
4. November 4 20:00-21:00：Online discussion:Summarize data and complete the preparation of system requirements.
5. November 9 20:00-21:00：Online discussion:Make the wireframes and a user guide.Custom weather application code library.Arrange video recording introduction o present the group’s project work to the class.
6. November 11 20:00-21:00：Make the reflections (one page on social and ethical considerations)

**• Task allocation**

* Ideas board: Qimeng Yang and Bauqi Gong
* Repository:Qimeng Yang
* System requirements:Group17

Qimeng Yang、Baoqi Gong、Sihan Wu、Mingyan Wei、Haoqi Xue

* Wireframe:Qimeng Yang
* User guide:Baoqi Gong
* Team management documents:Qimeng Yang
* Reflections(on social and ethical considerations):Baoqi Gong
* Video production：Qimeng Yang