Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: 11 Team Name: Group 11

Team Member Names: Chang, Chia-Hua; Hu, Bin; Xie, Zhiqun

Meeting 1 Date: 7/22/2024 Meeting 2 Date: Click or tap to enter a date.

Meeting 3 Date: Click or tap to enter a date. Meeting 4 Date: Click or tap to enter a date.

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| 1. Sync iteration 3 status 2. New MySQL database connection information sync 3. Schedule the next meeting 4. Went through code architecture | * Frontend and Backend Code Improvement   + Weather page -> HB   + Trail detail page -> CC   + Thank you for your order page -> CC * Design class diagram -> HB * Unit Test plan and results -> CC * Week11 meeting minutes -> CC * Agile release summary 3 -> XZ * Record demo video -> HB | CC, HB, XZ | .5 hr |

## Agenda For Next Meeting

* Review previous action items.
* Review the status of deliverables.
* Schedule the next meeting.