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: 7/29/2024 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 Transition phase status 2. Assign tasks for transition phase 3. Schedule the next meeting | * User Acceptance Test Plans and Results -> XZ * User Technical Manual -> CC * Deployment Guide -> CC * Presentation for Demo Day Judging -> HB | CC, HB, XZ | .5 hr |

## Agenda For Next Meeting

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