# Meeting Agenda and Minutes

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| Meeting # | 04 | Date | 6 Aug 2024 |
| Chair | N/A | Time | 1 PM - 2 PM |
| Minutes Prepared By | Joel Qian | Location | B. J. M. Library Room 7 |
| Attendees | Allen Ji  Qianqian Li  Ankita Narvekar (Via Teams)  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Reporting on meetings with clients and project requirements. |
| 2 | Schedule a weekly meeting. |

Minutes

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| Item | Description |
| 1 | Team members described the project learned from the first client meeting. |
| 2 | Allen mentioned a GitHub repository should be set up this week with all team members and Allen joined. |
| 3 | Allen wants us to create a project plan and start writing the proposal at an appropriate time. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Siyuan Zhou | Create the GitHub repository and invite everyone. |
| 2 | All team members | Confirm the requirements with the client in next meeting. |

Next Meeting

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| Date | 6 Aug 2024 | | Time | 8 PM – 9 PM | Location | Teams |
| Agenda | 1 | Reschedule internal meetings. | | | | |
| 2 | Review the Code of Conduct and discussing the continuous update process. | | | | |
| 3 | Discussion on the next steps with the client. | | | | |