# Meeting Agenda and Minutes

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| Meeting # | 08 | Date | 12 Aug 2024 |
| Chair | N/A | Time | 6 PM – 8 PM |
| Minutes Prepared By | Joel Qian | Location | B. J. M. Library Room7 |
| Attendees | Zhanerken Azimbayev  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Recap the meeting with the facilitator. |
| 2 | Plan how to start the project. |

Minutes

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| Item | Description |
| 1 | The frontend group started using Figma for the frontend prototype design. |
| 2 | The backend team discussed the division of tasks for writing the proposal. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Ankita, Qianqian, Siting | Use Figma to design the frontend prototype. |
| 2 | Zhan, Joel, Siyuan | Begin writing the proposal. |
| 3 | Siyuan | Draft ERDs of database design. |

Next Meeting

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| Date | 15 Aug 2024 | | Time | 9 PM – 9:51 PM | Location | Teams |
| Agenda | 1 | Show the Figma prototype design. | | | | |
| 2 | Summarise and share to review the proposal. | | | | |
| 3 | Show the ERDs of database design. | | | | |