**Meeting Title**: Weekly Team Meeting  
**Date**: [e.g., 29 May 2025]  
**Time**: [Start Time – End Time]  
**Location**: [e.g., Zoom / In-person]

**Attendees**:

* Yanling Chen
* Yibing Guo
* Xinnan Mu
* Zijian Xu

### **Purpose of the Meeting**

[Brief one-line purpose, e.g., “To update progress, resolve blockers, and plan next steps.”]

### **Group Discussion Summary**

* [Topic 1: e.g., “Integration of ML API” → Summary of discussion]
* [Topic 2: …]
* [Topic 3: …]

### **Agreed Actions**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Member** | **Due Date** |
| e.g., Finish ML model training | Name | 3 June 2025 |
| Set up Spring Boot REST endpoints | Name | 4 June 2025 |
| Draft UI wireframes | Name | 31 May 2025 |

### **Next Steps**

* [List upcoming tasks or milestones for the week ahead]
* [e.g., “Finalize architecture diagram” or “Start user testing planning”]