|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | | **Team Software Project Meeting** | | **Date** | **8th February 2021** |
| **Chaired** | | - | | **Time** | 12:00 AM – 1:00 PM |
| **Location** | | Portobello Center – room C29 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yixiang Wang, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Introducing members | | * Each member introduced him/herself in terms of technical skills and experiences. * Wanying Wang is still in China and will not join us. | | |
| 2. | Choosing a project | | * Discus all the projects provided by the clients:   + The project Idea   + The required technical skills * A primitive list of preferences was made. * The final decision is left to the next day. Each member will read all the descriptions and vote for the preferred three projects in the WeChat group. The final list will be drawn from the voting result. | | |
| 3. | Contacting methods | | * We will use WeChat app as a primary app to contact each other and to arrange any proceeding meeting. * GitHub will be used to manage the teamwork. | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Prepare questions for the client | | | | |
| 2. | Chose a name for the team | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yixiang Wang | | | | |
| 5. | Yue Zhou | | | | |