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| **Subject** | | **Team Software Project Meeting** | | **Date** | **22th February 2021** |
| **Chaired** | | - | | **Time** | 11:00 AM – 1:00 PM |
| **Location** | | Portebello 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. | Questions to the Client | | * Who will be responsible for the actual construction of the solar panels? Is it a third-party company or the government of a third-world country? * What is the Carbon benefit? * Where can we get the data? Online? | | |
| 2. | Meeting with the client | | * Use realistic data. * Offer the client with the team priority of features * Payment: sandbox is preferred but a team may use any other method if it’s working. * Reports: * Data sources: It is up to the team to find their own source. | | |
| 3. |  | |  | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Read the project requirements more carefully and write down any concerns. | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yixiang Wang | | | | |
| 5. | Yue Zhou | | | | |