

# MEETING MINUTES – SMU6

**Date of Meeting:** 3 sept

**Location:** Zoom online meeting

**Chair:** yucheng geng

**Minutes Prepared By:** xinquan j

## 1. Purpose of Meeting

The purpose of the meeting is to review progress of each member's tasks

## 2. Attendance at Meeting

Jin Yin (a1761810) Jingyi Cui (a1787453) Ka Yiu Eric Ma (a1792052) Xinquan Jiang (a1753115)

Qi Long(a1763385) Ying Li (a1776903) Yingyao Lu (a1784870) Yucheng Geng (a1756633)

Zihe Wang (a1684198)

## 3. Meeting Agenda

1. each member reports his/her progress for the last 3 days
2. discuss showing staff picture on the website

## 4. Meeting Notes, Decisions, Issues

1. show a staff picture on the pop up window progress
2. capital/small letter search function

## 5. Action Items

Action	Assigned to	Due Date	Status
Meeting minutes	xinquan jiang	3rd sept	done

## 6. Next Meeting

Date:	6 sept	Time:	19:00 AM	Location:	online
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