

Meeting Record

Location	Time	Attendance
Project Room 07	2pm - 3pm 10/10/2021	All offline, except Ming Kai

Main topic

- Draw up a plan and make a schedule
- Assign new tasks to each member
- Summarize everyone's work in the past week

Progress made

- Set up a repository of our team in Git-Lab
- All of team members uploaded their profile
- Determined the contents of the bid after consultation
- The draft of the bid was completed

Problem met

- Worry about not allocating time in detail
- Cannot estimate how long Interim Group Report will take to complete

Job assignment

- All members: Correct or add personal information in first bid. Done by 10 Oct.
- Zixiang Hu, Yuzhe Zhang, Ming Kai: Complete second bid. Done by 11 Oct.
- Yuanshi Wang, Yuhong Wei, Yizhou Liu: Complete third bid. Done by 11 Oct.