Meeting Record

Location	Time	Attendance
Starbucks	2.30pm - 3.15pm 01/10/2021	All attended, Lok & Christina online

Main topic

- Remind to send agenda to supervisor before formal meeting, and to compile notes into minutes after meeting asap.
- Make sure everyone in our project and are able to clone the project repo.
- Remind that the timeline of our project in national holiday(10.3 for CV and repo profile, 10.6 for bid reason).
- …

Progress made

- Build up our repo for further use.
- Decided on which project as our first target.
- Made our minutes & agenda template.
- Prepared CV for bids.
- …

Problem met

- It seems like everything proceed as expected. We are waiting for the hurdle and can't wait to handle it!
- …

What need to handle next

- Build the web for our team
- Compile all the idea from group into bid documentation.
- …

Job assignment

- Everyone: according to the CV template, made own CV and repo profile, as part of bid document.
  - Deadline: **10.03**
  - Importance: ***minor***
- Everyone: Write formal reasoning for why we choose this project and what is our strength.
  - Deadline: **10.06**
  - Importance: ***medium***