Meeting Record

Location	Time	Attendance
Project Room 07	2pm - 3pm 29/09/2021	All offline, except Ming Kai online

Main topic

- Share everyone's strength and interests.
    - Zack: Web develop, Machine learning(NLP)
    - Lok: GUI, AI
    - Christina: Data processing/ Datamining
    - Johnny Wang: Deep learning and Embed system, java backend
    - Yuhong Wei: Web develop, video processing
    - Ming Kai: UI design
- Preliminary Confirmation of our first priority project.

Progress made

- Nope, as is the first week.

Problem met

- One member from Northeast of China was trapped in hotel due to the outbreak of COVID-19, he has to wait for another two day to come out, thus we had meeting both online and offline, caused a little bit problem.

Job assignment

- Everyone: according to the CV template, made own CV, as part of bid document.
    - DDL: 10. 01 before next meeting
- Zack, Lok, Ming Kai: prepare for second bid documentation.
    - DDL: 10. 01 before next meeting
- Johnny Wang, Christina, Yuhong Wei: prepare for third bid documentation.
    - DDL: 10. 01 before next meeting