

# MEETING MINUTES - Group 8

**Date of Meeting:** <22/10/2021>

**Location:** Zoom

**Chair:** Fan Zhang

**Minutes Prepared By:** Fan Zhang

## 1. Purpose of Meeting

Discuss the framework building structure  
Discuss the Readme files writing  
Discuss the reflection on this project  
Team corporation issues

## 2. Attendance at Meeting

Fan Zhang -a1738078  
David Wu- a1737845  
Tianlei Qi -a1702131

## 3. Meeting Agenda

[https://github.com/arpit2412/q8-serp2021/blob/main/agenda/S2/Week10 ProjectB Agenda.docx](https://github.com/arpit2412/q8-serp2021/blob/main/agenda/S2/Week10%20ProjectB%20Agenda.docx)

## 4. Meeting Notes, Decisions, Issues

We should create a checklist on what requirements have been finished  
Should be well prepared for the ingenuity event  
Data sample size should be clearly presented  
Should upload all the reports and figures into wiki page

## 5. Action Items

Action	Assigned to	Due Date	Status
GitHub checklist	Team	29/10/2021	OnGoing
Ingenuity	Team	25/10/2021	OnGoing

## 5. Next meeting time

TBD