

# 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_ProjectB_Agenda.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

## 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