# **MEETING MINUTES - Group 8**

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| **Date of Meeting:** <19/04/2021> | **Location:** Zoom **Chair:** Fan Zhang |
| **Minutes Prepared By:** Siqi Sun | |
| **1. Purpose of Meeting** | |

Prepare for the client meeting.

Clarify the format of presentation slides.

Divide the presentation slides content and assign tasks to each teammate.

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| **2. Attendance at Meeting** |
| Fan Zhang -a1738078  Siqi Sun -a1752383  David Wu- a1737845  Tianlei Qi -a1702131 |
| **3. Meeting Agenda** |

We discussed how we going to implement our project in the future 2 weeks. Besides, we decided to narrow the number of references to 2. After everyone choose their preferences, we divide the presentation slides into 4 parts. (1. Project Specification and Literature Review 2. System Design and Division of Work 3. Demonstrations and Evaluation 4. Introduction and Implementation)

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| **4. Meeting Notes, Decisions, Issues** |

We planned to conduct data collection from 26th April and meanwhile complete presentation slides before 25th April. The presentation slides shall follow the main content of our proposal paper. Make sure all the teammates have a solid understanding of high-level design (System design).

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| **5. Action Items** |

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| *Action* | *Assign to* | *Due Date* | *Status* |
| Project Specification and Literature Review | Siqi Sun | 24/04/2021 | In progress |
| System Design and Division of Work | Fan Zhang | 24/04/2021 | In progress |
| Demonstrations and Evaluation | Tianlei Qi | 24/04/2021 | In progress |
| Introduction and Implementation | David Wu | 24/04/2021 | In progress |

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| **5. Next meeting time** |

Tuesday, 27/04/2021, at 1:30p.m.