

# Meeting Agenda (week 1)

## Date Month Year, Duration

1/8/2021 15:30pm-16:30pm

## Attendance:

Member	Attendance
Yuliang Ma	Yes
Jiawei Fan	Yes
Yuchen Wang	Yes
Xiaoxiang Kong	Yes
Tao Qu	Yes
Yixian Qiu	Yes
Jiaye Li	Yes

## Main objectives:

1. Icebreaking
2. Introduce previous project to the new members
3. Deciding the meeting time
4. Prepare for the audit 1

## Icebreaking:

1. There are three new members joining in our team this semester. All of them are master of computing students. We have Jiaye majoring in data science, Yixian majoring in professional computing and Tao majoring machine learning, which enhances the skillset of the team. Jiaye can do a bit on the input and output data processing. Yixian might improve the efficiency of the code and Tao help with the model building and design.
2. We further divide the role of the team. We would like to do this project in a combination of traditional and agile way. And we have Jiawe as the project manager.

## Introduce previous outcome:

1. We introduced the output of our project of last semester. Helping the new members get an idea of what we have done, why we have done and how we have done. All the team members have become more familiar with the project.

## Meeting time:

1. We gather everyone's timetable and choose the preference of the tutorials. We then decide that we should have at least one meeting each week. Tuesday and Wednesday would be preferred for most of the team.
2. Yuliang and Yixian will contact Kai and have our client meeting soon.

## Prepare for the audit 1:

1. We have a look at the requirements of the audit 1 and think about the documentations that are needed throughout the semester. We have allocated some tasks to each person, detailed arrangement is shown in task allocation below.

## Task delegation:

Name	Task
Yuliang Ma	Contact Kai, draft SOW
Yuchen Wang	Draft SOW
Jiawei Fan	Record meeting minutes
Xiaoxiang Kong	Decision making in github
Jiaye Li	Prepare for team charter
Tao Qu	Identification of risks, resources and potential costs.
YiXian Qiu	Technical and other constraints, risk management