

## Week 9 Meeting Agenda 5.4

**Location:** Online via Zoom

**Date & Time:** 04/05/2024 3pm

**Minutes Taker:** Zihan

**Participants:** Zihan, Zhenhao, Yuchen, Renjun

### Agenda Items

Item No.	Description	Speaker
1. Task Progress Check	Review the progress of tasks assigned to each team member. This includes a brief update from each member on their completed tasks, current work, and any obstacles they are facing.	All
2. Project Content Testing	Discuss the testing phase of the project content. This will involve an overview of the testing plan, progress on current tests, and any issues or bugs that have been identified.	All
3. Recommendations for Iteration 1	Provide feedback and suggestions for the first iteration of the project. This will include a review of what has been achieved so far, what can be improved, and ideas for the next steps.	All

### Additional Information

Before attending this meeting, please make sure you have read the project requirements and related knowledge from the lecture. Complete the task at the same time.