

Week 8 Meeting Agenda 4.27

Location: Online via Zoom

Date & Time: 27/4/2023 5pm

Minutes Taker: Zihan

Participants: Zihan, Zhenhao, Yuchen, Renjun

Agenda Items

Item No.	Description	Speaker
1. Determine what the project needs	Identify the technology, structure and knowledge required for the project.	All
2. Basic functionality for the project	Design the basic functions required for a website.	All
3. Assignment Activities	Break down the work of each part and roughly assign tasks to team members.	All

Additional Information

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