/MEETING MINUTES

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| **Meeting/Project Name:** | | Sprint 4 | | |
| **Date of Meeting:** | | May 4, 2022 | **Time:** | 3:00 p.m. – 6:00 p.m. |
| **Minutes Prepared By:** | | Mu Di | **Location:** | X30555 |
| **1. Meeting Objective** | | | | |
| Create slides for presentations and record videos of presentations. | | | | |
| **2. Attendees** | | | | |
| Chen Runsheng, Fan Shiqing, Mu Di, Sheng Junjie | | | | |
| **3. Agenda and Notes, Decisions, Issues** | | | | |
| **Topic** | **Discussion** | | | |
| **Slides** | Chen Runsheng and Fan Shiqing were responsible for making the pictures and individual summaries into slides for the presentation. | | | |
| **Video** | Sheng Junjie was responsible for the function demonstration of video fragment recording and adding subtitles, while Mu Di was responsible for editing | | | |
| **Discussion** | The group went through the slides and presentation video together after the production and discussed how to report back on 5.5. | | | |