# **MEETING MINUTES – SMU6**

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| **Date of Meeting:** 13 sept | **Location:** Zoom online meeting **Chair:** Eric Ma |
| **Minutes Prepared By: xinquan j** |  |
| **1. Purpose of Meeting** | |
| The purpose of the meeting is to review progress of each member’s tasks | |

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| **2. Attendance at Meeting** | | | |
| Jin Yin (a1761810) Jingyi Cui (a1787453) Ka Yiu Eric Ma (a1792052) Xinquan Jiang  (a1753115)  Qi Long (a1763385) Ying Li (a1776903) Yingyao Lu (a1784870) Yucheng Geng  (a1756633) Zihe Wang (a1684198) | | | |
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| **3. Meeting Agenda** | | | |
| 1. each member reports his/her progress for the last 3 days | | | |
| 1. Sprint 3 work update | | | |
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| **4. Meeting Notes, Decisions, Issues** |
| 1. Reading unlimited number of columns now while previous versions can only read 26 columns |
| 1. Search options more flexible and user-friendly |
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| **5. Action Items** | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Meeting minutes | xinquan jiang | 14th sept | done |
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| **6. Next Meeting** | | | | | |
| *Date:* | 15th sept | *Time:* | 19:00 PM | *Location:* | online |