# **MEETING MINUTES – Advanced Driver Assist Technologies**

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| **Date of Meeting:** 16/Aug/2020 | **Location:** Zoom Online **Chair:** Jin Yin |
| **Minutes Prepared By:** Xinquan Jiang |  |
| **1. Purpose of Meeting** | |
| Daily scrum meeting | |

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| **2. Attendance at Meeting** | | | |
| Jin Yin, Yingyao Lu, Jingyi cui, Ying Li, Ka Yiu Eric Ma,Qi Long, Xinquan Jiang, Yucheng Geng, Zihe Zhang | |  |  |
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| **3. Meeting Agenda** | | | |
| 1. Everyone shares work progress. | | | |
| 1. Discuss the proposals of how to display the staff information on the org chart. | | | |
| 1. Train the coding skills and logics. | | | |
| 1. Discuss general requirements of the sprint respotretive. | | | |
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| **4. Meeting Notes, Decisions, Issues** |
| 1. Finalized three proposals of how to display staff information on the org chart. (Everyone) |
| 1. Org chart drawing coding skills to be practiced(xinquan jiang, yucheng geng, qi long) |
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| **5. Action Items** | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Add tips in front-end | Zihe Wang | 18/Aug/2020 | Done |
| Test code | Everyone | 20/Aug/2020 | Done |
| Org chart drawing | XJ, YG, QL | 23/Aug/2020 | In Progress |

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| **6. Next Meeting** | | | | | |
| *Date:* | 23/Aug/2020 | *Time:* | 7:00 pm | *Location:* | Zoom Online |