**Meeting Agenda and Minutes**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Title**: Project Kick-Off Meeting with clients  
 **Date: 10/05/2022**  
 **Time: 3:30 pm – 4:30pm**  
 **Attendees: Chengyang He, Huahu Wen, Yipei Liu, Yiyang Xie, Lepore Angelo, Wang Joe, Jambhrunkar Siddharth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Item:** Show problems **Allocated time: 10** minutes

**Notes:** Show the slide of problems we met and show what a data science project looks like

**Item:** Discuss about Next Steps  
 **Allocated time:** 40 minutes  
 **Notes:**

* Clients will send 10-20 articles related to spray drying in pdf format based on one drug
* We plan to extract data from articles and visualise the data
* Everyone should give an introduction for oneself for presentation
* Yipei Liu search for some information of clients and give an introduction of them for presentation
* Chengyang He sent a demo of data science project with database and the summary of challenges to clients

Notes: Have a meeting with clients at 4:30pm next Wednesday

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