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

**Meeting Title**: Project Kick-Off Meeting  
 **Date:21/10/2022**  
 **Time: 4 pm – 4:30pm**  
 **Attendees: Chengyang He, Huahu Wen, Yipei Liu, Yiyang Xie；Clients**

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**Item: show the presentation to the client and discuss Allocated time: 40** minutes

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**Other items: Leader：Yipei**

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