**Meetings on Teams**

18/5/2021  - First Meeting (31min56s)

**Agenda**

1. Deliver works of every part of the assignment 3, here is some details of specifications.

Team profile - 5%

Tools - 5%

Project Plan/Description - 50%

Skills and Jobs - 15%

Feedback - 7.5%

Group Refection - 7.5% : At most 400 words

Presentation - 10%

3. Delivery plan

1: Team profile + Tools + Presentation = 20%

2: Skills and Jobs = 15%

3, 4, 5 and 6: Project Plan/Description = 50%

All members : Feedback + Group Refection - 15%

4. Schedule the time and agenda for the next meeting

**Recording Link**

<https://web.microsoftstream.com/video/616abdd9-0af4-40c3-b59f-367bd470ab79>

**Actions**

1. Delivery step had done, here is the details.

**Team Profile & Tools & Presentation**- Miao Zheng - 5% + 5% + 10%

**Project Plan/Description**

  Aims $ Overview & Plans and Progress - Zhihong Deng

Roles & Timeframe - Shiqiao Xing

Testing & Tools and Technologies - Xinwei Li

Scope and Limits – Fengke Zhan/Shiqiao Xing

Risks & Group processes and communications - Fengke Zhan

**Skills and Jobs**- Hao Gu - 15%

**Feedback & Group Reflection** - All the team - 7.5% + 7.5%

4. Had a reservation for the next meeting, May 29th, 10pm. (Beijing Time)