**Meetings on Teams**

Our Group Teams Invitation Link -

<<https://teams.microsoft.com/l/channel/19%3af06fdfd9f21a4ad0b8cc31b70bcdb475%40thread.tacv2/%25E5%25B8%25B8%25E8%25A7%2584?groupId=74c85d09-3add-417b-a99e-374d131805dc&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b> >

I. 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%

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

II. 29/5/2021  - Second Meeting(22min09s)

**Agenda**

1. Make sure the video and audio of each group member are normal before the meeting.

2. Something must be mentioned – about SparkPlus.

3. Schedule the time and agenda for the next meeting.

**Recording Link**

<https://web.microsoftstream.com/video/f200c429-e637-4557-bfef-a60876583dd6>

**Actions**

1. Leader(Miao Zheng) have a brief introduction of the group website.

2. The team members introduce their work in turn.

Miao Zheng – Have done the group website structure.

Shiqiao Xing – Have a brief understanding of his part of work.

Fengke Zhan - Have done his work, and have designed the interface of our project software.

Xinwei Li - Have done Tools and Tech & Testing tasks, with plenty of references.

Hao Gu - Have done hia part of work.

2. About sparkplus, leader had a clear asking that every member must do the SparkPlus.