**Meetings on Teams**

21/4/2021  - First Meeting

**Agenda**

1. Think of one team name, which need to attract the employers.

2. Deliver works of every part of the assignment 2, here is some details of specifications.

Team profile - 5%

Tools - 5%

Industry Data - 10%

IT work - 15%

IT Technologies - 25% : 1200 \* 4 = 4800 words

Project Ideas - 15% : At least 1500 words

Feedback - 7.5%

Group Refection - 7.5% : At most 400 words

Presentation - 10%

3. Delivery plan

1 and 2: IT Technologies - 25%

3: Presentation + Team profile + Tools - 20%

4: Industry Data  - 10%

5: IT work - 15%

6: Projects Ideas - 15%

All members : Feedback + Group Refection - 15%

4. Schedule the time and agenda for the next meeting

**Recording Link**

[https://web.microsoftstream.com/video/16b99139-ed98-4147-8b1d-42be1faa78d4](https://web.microsoftstream.com/video/16b99139-ed98-4147-8b1d-42be1faa78d4" \t "/Users/zhengsmacbook/Documents\\x/_blank)

**Actions**

1. Everyone made a brief self-introduction.

2. Chose a group name. - Team Six

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

1 and 2: IT Technologies - 25% - Xinwei Li & SHixiao Xing

3: Presentation + Team profile + Tools - 20% - Miao Zheng

4: Industry Data - 10% - Haogu

5: IT work - 15% - Fengke Zhan

6: Projects Ideas - 15% - Zhihong Deng

All members: Feedback + Group Refection - 15%

**Note**: Fengke Zhan also had a great contribution to Tools (Setting up Git repository and other stuffs).

4. Had a reservation for the next meeting, April 28th, 3pm. (Beijing Time)