

## MEETING MINUTES

<b>Subject</b>	Milestone 1 Progress Update	<b>Date</b>	29/06/2021
<b>Facilitator</b>	Everyone	<b>Start Time</b> <b>End Time</b>	2:00pm – 4:00pm
<b>Location</b>	BB collaboration	<b>Scribe</b>	Taehwan

<b>Attendees</b>	Everyone
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### Key Points Discussed

No	Topic	Highlights
1	Agenda	Discuss Milestone 1 and progress on issues.
2	Topics discussed	Need a new board for user and epic stories. UML design and user interface design need more details. Thursday meeting time.

### Action Plan

No	Item	Person in Charge (PIC)	Target Date
1	Work on User stories and submit a merge request by target date.	Zhourui	30/06/2021
2	Work on Epic stories and submit a merge request by target date.	Zheyao	30/06/2021
3	Finalize UML design based on user and epic stories	Taehwan	01/07/2021
4	Finalize user interface design and submit a merge request.	Zhibo	01/07/2021
5	Work on Assumptions, get checked by tutor and submit a merge request by target date.	Qincheng	01/07/2021

### Next Meeting

<b>Date</b>	01/07/2021
<b>Topic</b>	Milestone 1 Finalization.