

MEETING MINUTES

Subject	Finalization of Milestone 1	Date	01/07/2021
Facilitator	Everyone	Start Time End Time	4:00pm – 8:00pm
Location	Microsoft Teams	Scribe	Taehwan

Attendees	Everyone
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Key Points Discussed

No	Topic	Highlights
1	Agenda	Discuss what we can improve with our tasks and finalize tasks for Milestone 1.
2	Topics discussed	Needs to get confirmation email from tutor for Assumptions. Needs more detail on UML Diagram. Priorities needs to be implemented to User stories. Label needed for epic stories.

Action Plan

No	Item	Person in Charge (PIC)	Target Date
1	If there is any feedback on merge request, change UML Diagram. Merge UML diagram by due date.	Taehwan	02/07/2021
2	Upload pdf file of UI design by due date.	Zhibo	02/07/2021
3	When got the confirmation email from tutor, upload it by due date	Qincheng	02/07/2021

Next Meeting

Date	5/07/2021
Topic	Milestone 2 Overview and design check.

