

MEETING MINUTES

| | | | |
|--------------------|---------------------|--------------------------------------|-------------------|
| Subject | Discuss Milestone 2 | Date | 15/07/2021 |
| Facilitator | Everyone | Start Time End Time | 10:00pm – 12:30pm |
| Location | Teams | Scribe | Taehwan |

| | |
|------------------|----------------------------------|
| Attendees | Taehwan, Zhibo, Qincheng, Zheyao |
|------------------|----------------------------------|

Key Points Discussed

| No | Topic | Highlights |
|-----------|------------------|--|
| 1 | Agenda | Regarding Milestone2 Progress. |
| 2 | Topics discussed | Need to fix all the errors caused by unifying all the functions. |

Action Plan

| No | Item | Person in Charge (PIC) | Target Date |
|-----------|---|-------------------------------|--------------------|
| 1 | Work on fixing every errors caused by unifying all the functions. | Everyone | 17/07/2021 |

Next Meeting

| | |
|--------------|--------------------------------|
| Date | 17/07/2021 |
| Topic | Regarding Milestone2 Progress. |