**MEETING MINUTES**

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| **Subject** | Milestone 1 Progress Update | **Date** | 28/06/2021 |
| **Facilitator** | Everyone | **Start Time**  **End Time** | 9:30pm – 10:00pm |
| **Location** | Microsoft Teams | **Scribe** | Taehwan |

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| **Attendees** | Everyone |

**Key Points Discussed**

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| **No** | **Topic** | **Highlights** |
| 1 | Agenda | Discuss Milestone 1 and progress on issues. |
| 2 | Topics discussed | Need a way to keep in contact group members.  Taehwan – Almost done with UML Design.  Zhibo Huang – Make a template for user interface design.  Zheyao Wang, Qincheng Zhang, Zhouri Yang – Working on their task. |

**Action Plan**

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| **No** | **Item** | **Person in Charge (PIC)** | **Target Date** |
| 1 | Finalize UML Diagram and submit a merge request. | Taehwan | 30/06/2021 |
| 2 | Look and understands the assignment specifications and details. | Everyone | 29/06/2021 |
| 3 | Work on user interface design and submit a merge request. | Zhibo Huang | 30/06/2021 |

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| **Next Meeting** | |
| **Date** | 29/06/2021 |
| **Topic** | Milestone 1 Progress Update |