Planning Data

1. TIMELINES

Face-to-Face Meeting Date	Agenda
September 15, 2024	Group Formation
September 30, 2024	Group Project Selection: Voting
October 1, 2024	Group Project Preparation
October 9, 2024	Requirement Analysis and System Design
October 30, 2024	Mid-term Meeting
November 6, 2024	Testing & Coding
November 13, 2024	Progress Review and Adjustment
November 19, 2024	Presentation Rehearsal
December 1, 2024	Project Wrap-Up

2. PROJECT MEETING MINUTES

It is hard to calculate the project meeting minutes because our group have discussed via <u>WeChat group</u> expect face-to face meetings. For example, in October and November, we have spent 15 days and 21 days (out of 30 days) respectively discussing online regarding the project.