

# International Collaboration on Handwriting Analysis

## Meeting Minutes – Saturday Week 2 Group Meeting

Location:	Virtual Discord Meeting
Date and Time:	14:00, Saturday, 4 <sup>th</sup> of March 2023
Participants:	Mohammad Saddam Mashuri, Rui Lu, Xiangda Li, Yang Ding, Neo Han (Yuyang Han), Zhishang Bian
Absences:	Sage Labios
Additional Notes:	With consent from all participants, Yang Ding left the meeting 30 minutes before the end of meeting due to personal reasons.

### Agenda

1. Complete the Project Client Map
2. Complete the Statement of Work (SoW)
3. Assign roles for each team member

### Decisions

1. All participants completed The Project Client Map using the Miro website. It can be found [here](#).
2. All participants contributed in developing and reviewing the SoW. There are some modifications required and all participants agreed to have a brief meeting tomorrow to verify it as complete by Sunday, 5<sup>th</sup> of March 2023.
3. All participants in the meeting have assigned their own team roles (written in the SoW). It has not been completed due to some team members being absent in the meeting and other complications.

Action items	Owner(s)	Deadline	Status
Verify deliverables (listed below) for the audit week due in Monday morning	Our team	Exact time TBD, Sunday, 5 <sup>th</sup> of March 2023	In Progress
Prepare <ul style="list-style-type: none"> <li>- Repository(s)</li> <li>- Landing page(s)</li> <li>- Communication channel(s)</li> <li>- Other stuff listed in the email if necessary</li> </ul>	Our team	6AM Monday, 6 <sup>th</sup> of March 2023	In Progress
Prepare for the audit meeting (questions for the shadow team, what to present, etc.)	Our team	4PM Friday, 10 March 2023	In Progress