

International Collaboration on Handwriting Analysis

Meeting Minutes – Wednesday Week 3 Group Meeting

Location:	Virtual Discord Meeting
Date and Time:	Wednesday, 8 th of March 2023
Participants:	Mohammad Saddam Mashuri, Rui Lu, Xiangda Li, Yang Ding, Neo Han (Yuyang Han), Zhishang Bian
Absences:	Sage Labios

Agenda

1. Prepare Audit 1 slides
2. Prepare Audit 1 agenda
3. Decide the elevator pitch speaker

Decisions

1. Last tutorial meeting, Neo Han made the elevator pitch. Xiangda Li volunteered to do the elevator pitch for this Friday's audit.

Action items	Owner(s)	Deadline	Status
Prepare and send Audit landing page, repository, and other evidences	Our team	9AM Monday, 6 th of March 2023	Completed on 8 th of March 2023
Prepare for the audit meeting (questions for the shadow team, what to present, etc.)	Our team	4PM Friday, 10 th of March 2023	In Progress