

## Team Meeting

**Date:** 19/09/2019

**Time:** 5:00 PM to 7:00 PM

**Location:** MSI LV5

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**Meeting called by:** Kundu Gui

**Type of meeting:** Team meeting

**Facilitator:** Kundu Gui

**Note taker:** Kundu Gui

**Timekeeper:** Kundu Gui

**Attendees:** Kundu Gui, Sayed Zulfikar, Xiangyu Chen, Zifeng Liu, Rui Zhang, Yichen Li, Lingyu Xia

**Please read:** None

**Please bring:** None

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**Agenda item:** Welcome and introduction

**Presenter:** Kundu Gui

**Agenda item:** Discuss how to improve based on recent feedback received.

**Presenter:** All members

**Agenda item:** Discussed the tasks with the highest priority at present.

**Presenter:** All members

**Agenda item:** Arrange the time and room for the next client meeting

**Presenter:** Kundu Gui

### Discussion:

1. The whole team decided that Add a new label into trello named Urgent to put anything which is in the current urgent need to complete
2. Kundu explained the feedback received in the previous phase and assigned the task to different people based on the priority of the task.
3. Discuss how to improve based on recent feedback received.
4. Discussed the tasks with the highest priority at present.