Meeting Minutes 3

Program/Area:	TechLauncher - Million Courseworks Students (19-S2-2-C Million)
Meeting Date:	04/08/2019
Meeting Time:	17:00 PM to 18:00 PM
Meeting Location:	Online (WeChat Voice Group)
Meeting Facilitator:	Kundu Gui
Attendees:	Kundu Gui, Sayed Zulfikar, Xiangyu Chen, Zifeng Liu, Rui Zhang, Yichen Li, Lingyu Xia
Minutes Issued By:	Sayed Zulfikar

Agenda:	PIC
1. Project Audit	Kundu Gui
2. Project issue	All members
3. Next meeting preparation	All members

Discussion: (Items/Knowledge Shared)
1. Sayed will email the tutor and shadow team about the team member's details and the team's repository while asking them about the Friday report demanded by Richard. 2. Chen will draft the project schedule and the gantt chart. 3. Rui will draft the presentation slide for Project Audit 1 and the risk of the project. 4. Yichen, Kundu, Zifeng and Lingyu will draft the statement of work, client's vision, IP problem, and tidying up the repository. 5. Next meeting with the client will be on 7 August 2019 at 5pm-7pm in Hancock Library Room 3.33.