TTDS Meeting Agenda

### Date: 18th/Dec/22

Time: 17:00

Attendees: Leo Li, Yvonne Ding, Shuyi Liu, Baoyan Deng, Zhijun Zeng

Location: Microsoft Teams

Objective: First meeting for everyone to ice-break with each other, find out everyone’s availability and skills; first attempt to analysis the project and draft a requirement specification if possible.

### ***Meeting Items:***

1. Ice-breaking
2. Everyone’s availability and skills
3. Project analysis
4. Requirement break-down
5. Methodology choice for the development
6. Initial planing and work allocation
7. Time/objective for next meeting

### ***Meeting Notes:***