

Team meeting minutes for Week 9

Group 7

Wednesday 14 May 2023

Chair: GuochangChen

Members: Qingyan Yang, Lize Chen, Yanlin Du

Apologies: None.

1. Time and Place

Our team meeting happened on Wednesday 8:00 pm 10 May 2023

2. Quorum Announcement

The chairman announced that a quorum of the group was present

3. Summary of team accomplishment

- Discussed testing plan report
- Fix some bugs on our product
- Discussed the task checking and work schedule for milestone 2

4. Announcement of tasks

Keep doing milestone 2 tasks. Everyone in the team should validate code with main branch after some bugs are fixed.

The written report for testing plan should be finished by the end of this week. Group will put individual work together later

5. Next steps

Complete milestone 2 tasks along with testing script writing

Arrange a meeting with our client

6. Adjournment

The next formal meeting planned is a client meeting via Zoom. If client is unable to present, we will have an internal team meeting.