

Team 10 - 2nd Meeting

Information

Time: 2020.10.04 10:00a.m.~11:00a.m.

Location: Online

Chairperson: Yijie LU

Secretary: Yuting JIANG

Translator: Yuting JIANG

Attendance: 6/6

| Members | Yiming Tang, Shiliang Chen, Yani Huang, Ruizi Han, Yijie Lu, Yuting Jiang |
|---------|---|
| Late | 0 |
| Absent | 0 |

Agenda

The whole meeting is expected to take 60 minutes.

1. discussion of form (About 20 minutes)
 - the form might contain the contents, reference, and prototype (up to the bids' content)
2. every team comes up questions when they wrote the bid, other partners give some suggestions. (About 15 minutes)
 - difficulty and confusion about the project of 16, 20, 12
3. every team illustrates their idea of the bid (About 20 minutes)
4. Allocating tasks of next stage (About 5 minutes)
 - Decide the chairperson and secretary of next meeting
 - Decide the specific time of next meeting
 - Confirm and go through next stage's tasks

Minute

Outcomes

1. Bidding form discussion (Time spent: 10 minutes)
2. Go through the three draft biddings (Time spent: 5 minutes)
3. Talk about the problem of three draft biddings (Time spent: 20 minutes)
4. Talk about the comprehension of three projects (Time spent: 20 minutes)
5. Preparation for next meeting (Time spent: 5 minutes)

- **Chairperson: Yani HUANG**
 - **Secretary: Ruizi HAN**
 - **Time: 6/10/2020**
 - Confirm three biddings and submit
-

Work summary for last stage

| Task | Members | Report | Question | Completeness |
|-----------------------------|---------|--------|-------------------------------------|--------------|
| The 1st version of biddings | All | | Contents, reference, and prototype. | 100% |

Tasks

| Task | Members | DDL |
|--------------------------------|---------|------|
| Finish 2nd version of biddings | All | 10.6 |
| Check for each other | All | 10.7 |

Problems

| Priority(0 for highest, 5 for lowest) | Problem Description | Possible consequence | Proposer | Tentative Solution | Expected completion time |
|---------------------------------------|---|----------------------|----------|---|--------------------------|
| 4 | How to guarantee the final quality of three biddings? | | All | Discussion and check for each bidding together. | 10.7 |

Comments

Whole meeting process has finished successfully. Agenda are basically completed.

Main problems found here are:

1. Deadline for tasks should be more reasonable, it is better to make sure that there is enough time to submit the bids
2. To make more efficiency, if the leader needs to collect the information from partners, asking by order forwardly instead of waiting, but if someone wants to speak at first, the priority should be given.