

Team 10 - 1st Meeting

Information

Time: 2020.9.30 15:00~15:45

Location: Online

Chairperson: Shiliang Chen

Secretary: Ruizi Han

Translator: Ruizi Han

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 40 minutes.

1. Ask members to submit their CVs and give some comments. (About 10 minutes)
2. Discuss which 3 projects to choose (About 20 minutes)
 - Choose a project between 15 and 16
 - Decide which project should be put in the first place
 - Select our 3 projects
 - Decide the order of these 3 projects
 - Alternatively tell other teams our decision
3. Discuss the completion of bidding document (About 10 minutes)
 - Share eoi format file
 - Share framework of bidding document
 - Check each group's recent research result
4. Raising questions and allocate tasks of next stage (About 10 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. CVs should be spell checked. Some details will be checked after the meeting (Time spent: 5 minutes)
2. Selection and order arrangement of 3 projects (Time spent: 30 minutes)
 - Project 16 is chosen from 15 and 16, because there are fewer competing groups.
 - Project 16 is in the first place.
 - Final decision: 16, 20, 12
 - We could tell other teams our decision
3. The process of bid writing and plan for the next stage (Time spent: 10 minutes)
 - Share and explain the framework of bidding document: fill in the framework first, then deal with the format
 - Share useful bidding document website
 - Share and explain the template of minute
 - All three groups did some research on their project
 - Decide to upload all useful files (all meeting minutes and template) on GitHub
 - Chairperson should share the meeting agenda with members before each meeting
4. Preparation for next meeting (Time spent: x minutes)
 - **Chairperson:** Yijie Lu
 - **Secretary:** Yuting Jiang
 - **Time:** 3 p.m. 4/10/2020
 - Acceptance and discussion of bidding document. Plan what to do in the next stage.

Work summary for last stage

Task	Members	Report	Question	Completeness
Writing CV	All		/	100%
Work on the draft of bidding document	All		We changed our projects in this meeting.	Every group did some research on their project.

Tasks

Task	Members	DDL
Spell check your CV	All	9.30
Content check of CVs	Shiliang Chen	9.30
Finish the draft of bidding document	All	10.3
Share your github account	All	9.30
Put every member in a github organization	Yiming Tang	9.30

Problems

Priority(0 for highest, 5 for lowest)	Problem Description	Possible consequence	Proposer	Tentative Solution	Expected completion time
3	Should we elect a leader?			We will do that after we know our project.	10.7
3	How to share minutes and other important files among members conveniently?			We decided to use GitHub.	9.30

Comments

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

Main problems found here are:

1. submission and checking of works should be done before the meeting. Common problems shall be mentioned during the meeting, otherwise after the meeting privately
2. agenda shall be released at least half an hour before start to get every body prepared.
3. Template for bid is kinda rough. I will reorganise it after meeting
4. checking for CVs will be done after meeting