

# Team 10 - 3rd Meeting

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## Information

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**Time:** 2020.10.6 21:00 ~ 22:15

**Location:** online

**Chairperson:** Yani Huang

**Secretary:** Ruizi Han

**Translator:** Ruizi Han

**Attendance:** 6/6

<b>Members</b>	<b>Yiming Tang, Shiliang Chen, Yani Huang, Ruizi Han, Yijie Lu, Yuting Jiang</b>
Late	0
Absent	0

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## Agenda

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*The whole meeting is expected to take 70 minutes.*

1. Discuss and examine bid of 3 groups (About 60 minutes)
  - Members give some advice
2. Prepare for bid submission (About 5 minutes)
  - Final version of CV
  - Final version of bid documents
3. Raising questions and allocate tasks of next stage (About 5 minutes)
  - Decide the chairperson and secretary of next meeting
  - Decide the specific time of next meeting

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## Minute

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## Outcomes

1. Discuss and examine bid of 3 groups (Time spent: 60 minutes)
  - Go through each group's bidding documents and members give some advice
2. Prepare for the submission (Time spent: 10 minutes)
  - Collect each one's pdf format CV
  - Decide which member will submit final file
  - Set ddl for the final version of bid
3. Preparation for next meeting (Time spent: 5 minutes)
  - **Chairperson:** Yuting Jiang
  - **Secretary:** Yani Huang
  - **Time:** not decided yet

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## Work summary for last stage

Task	Members	Report	Question	Completeness
Finish 2nd version of biddings	All		Format, content	100%
Check for each other	All		Grammer, format	100%

## Tasks

Task	Members	DDL
Modify each group's bid according to members advice	All	10.6 23:00
Send CV to group chat	All	10.6
Collect CVs and bids, submit final file	Yiming Tang	10.7

## Problems

Priority(0 for highest, 5 for lowest)	Problem Description	Possible consequence	Proposer	Tentative Solution	Expected completion time
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# Comments

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The meeting went well. But still exist few problem that could be improved:

- Spend too much time on reading documents, this could be done before the meeting for efficiency.
- The meeting was held late (21:00 - 22:15), the meeting may be more efficient if it's not held on-line.