

Sprint-2 Weekly Meeting-4

Meeting of: *PerfectWorld Official Meeting*

Held at: *Zoom Meeting*

Date: *18 May 2021*

Time: *9PM - 9:30PM*

Present:

Yangfan Xu, Duc Trung Nguyen, Changhai Ren, Jiawei Ren, Jiaqi Ao

Apologies:

All attended

Approval of minutes

official meeting

Agenda items

1. Show Individual Report Template
2. Create the PPT presentation document and share the document link.
3. Explain and discuss the structure of the presentation and expect time.
4. Remind team members to prepare the first version presentation before the next meeting.
5. Prepared final product before next weekly meeting.

Action items

- mention team member to complete daily standup
- mention team member check the template of individual report

Next meeting

The next Weekly meeting will be at 9 PM on 25th May at the Zoom meeting and [Duc Trung Nguyen](#) will write the meeting minutes for the next meeting.

Minutes submitted by: [YANGFAN XU](#)

Approved by: [Jiaqi Ao](#) [YANGFAN XU](#) [Duc Trung Nguyen](#) [Changhai Ren](#) [Jiawei Ren](#)