**Decision Making Log**

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| **Date** | **WHAT** | **WHY** | **OWNER** | **FROM** | **Check** |
| 30/07/2020 | Set up a project team | Form a team | All members | Tutorial Meeting, client meeting | X |
| 04/08/2020 | Build a team charter/ Statement of Work | Establish a team culture | Zihang Wei | Group Meeting | X |
| 04/08/2020 | Breakdown of responsibilities | Establish a team culture | Jiale Wang | Group Meeting | X |
| 04/08/2020 | Team name | Establish a team culture | Xing Meng | Group Meeting | X |
| 04/08/2020 | Team’s goal and vision | Establish project direction | Xufeng Zhu | Group Meeting | X |
| 04/08/2020 | Make a contract about Intellectual Property | Protection of IP | Heyi Xiong | Lecture | Following |
| 06/08/2020 | Decide who speak in weekly elevator pitch | To show tutors and classmates the progress of our project | Yafei Liu | Tutorial Meeting | X |
| 07/08/2020 | Identify customer needs | Guaranteed project value | Weikai Lu | Group Meeting | X |
| 07/08/2020 | Identify stakeholders | Maximize the interests of stakeholders | Heyi Xiong | Group Meeting | X |
| 07/08/2020 | About the personnel division of audit1 | Finish Audit 1 | Zihang Wei | Group Meeting | X |
| 07/08/2020 | Determine the main direction of the project is data visualization | Establish project direction | Jiale Wang | Client meeting | X |