**COMP3500 Semester 2, 2020 - Group meeting 1**

Meeting date: 4 August 2020

Location: Remotely

Participants: Jiale Wang (u6127777)

Yafei Liu (u6605935)

Xing Meng (u6483085)

Weikai Lu (u6695997)

**Agenda:**

* Introductions – skills and experiences relevant to our project
* Decide the team name
* Breakdown of responsibilities
* Other discussions

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**Minutes (what was discussed):**

* Group members introduced each-other
* Group members discussed the team name
* Job is to be broken down as follows
  + Xing Meng. Erin Xiong – Collect data
  + Xufeng Zhu, Zihang Wei – Build ML model
  + Yafei Liu, Jiale Wang – Build Website
  + Weikai – Database
* Agreed roles:

Team leader: Zihang Wei

Spokesperson: Zihang Wei, Erin Xiong

Project Manager: Jiale Wang

* Next Meeting: N/A