Team Robot (Tommy, Emma, Toby, Rebecca)

Work assignment:

Leader: Xiaoyi Ge

1. Create agenda and reserve meeting room
2. Lead meeting
3. Keep meeting on track
4. Send meeting notice to all the attendees before meeting

Scribe1: Tongkai

1. Record meeting
2. Take notes
3. Organize notes into one document
4. Upload to Github

Scribe2: Liwen

1. Record meeting
2. Take notes
3. Create meeting ppt before the meeting
4. Upload to Github