

Meeting Minutes & Action Items

Date & Time	Wednesday, September 23, 2020 at 10:10am EDT
Location:	Nooks meeting room & Wechat Meeting Group
Team	F
attendance	All members are present.
Meeting Propose	Review and refine the requirements specifications document for search engine
Itemized agenda	(1) Walk through requirements (2) Identify ambiguities and questions (3) Refine requirements from user perspective
Minutes (i.e. Decisions)	(a) Discussed requirements for each subcomponent in the perspective of users and made modifications accordingly
End time	11:30 EDT
Next meeting	Wednesday, September 30, 2020 at 10:10am EDT

Action items

ID#	Task Description	Assign To	Due Date
1.	Read more on Data Store Component	Everyone	September 30, 2020
2.	Read more on Ranking	Everyone	September 30, 2020
3.	Read more on Link Analysis	Everyone	September 30, 2020

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Date & Time	Wednesday, September 30, 2020 at 10:10am EDT
Location:	Nooks meeting room & Webex Meeting Group
Team	F (Jointly with Q)
attendance	All members are present.
Meeting Propose	Review and refine the requirements for link analysis
Itemized agenda	(1) Walk through requirements (2) Plan for future inter-team meetings for coordination
Minutes (i.e. Decisions)	(a) Combine refined requirement for both groups
End time	11:50 EDT
Next meeting	Wednesday, October 7, 2020 at 10:10am EDT

Action items

ID#	Task Description	Assign To	Due Date
1.	Determine what to store?	Everyone	October 7, 2020