

RECORD OF MEETING WEEK 5

TEAM: P01A
PRESENT: ALL
ABSENT: NONE

DATE: 27/08/2018

Agenda item	Comments	Decision/Action	Who?
1. What is working well?	Keep doing the part that worked well	<p>We mainly focused on the group and individual report this week. Everyone is positive in doing work.</p> <p>We had a meeting within our team members on Monday tut and we reported each other's work progress and integrate them together. There were also some issues to be resolved and this meeting provided us a chance to discuss the problems and think of a solution together.</p> <p>Afterwards, we held a meeting online with our client , presented her the current deliverables and asked for feedback. The client was quite</p>	all

		satisfied with our current work and we could proceed to next stage.	
2. What needs improvement?	This problem needs to be resolved and we decided to set the meeting duration and keep everyone focused on the work	Time management needs to be improved , we should increase the efficiency of meeting and communicate more with each other	all
3. Task assignment	Everyone is satisfied with this task distribution	Mingcun: individual and group report Peiqi: individual and group report Yanxiao: individual and group report Yuhe : individual and group report Ziyuan: individual and group report Keshav: individual and group report	all