

RECORD OF MEETING WEEK 4

TEAM: P01A
PRESENT: ALL
ABSENT: NONE

DATE: 20/08/2018

Agenda item	Comments	Decision/Action	Who?
1. What is working well?	Keep doing the part that worked well	<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 satisfied with our current work and we could proceed to next stage.</p>	all
2. What needs improvement?	This problem needs to be resolved and we decided to set the meeting duration and	Time management needs to be improved , we	all

	keep everyone focused on the work	should increase the efficiency of meeting and communicate more with each other	
3. Task assignment	Everyone is satisfied with this task distribution	<p>Mingcun: set weekly agenda, first website page</p> <p>Peiqi: modify excel form, contact with client</p> <p>Yanxiao: second website page, review coding part</p> <p>Yuhe : third website page, interface design</p> <p>Ziyuan: forth website page, review coding part</p> <p>Keshav: fifth website page, review coding part</p>	all