RECORD OF MEETING WEEK 8

TEAM: P01A   DATE: 24/09/2018
PRESENT: ALL
ABSENT: NONE

Agenda item	Comments	Decision/Action	Who?
1. What is working well?	Keep doing the part that worked well	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. 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.	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 Building a server takes time and we are not familiar with it	
3. Task assignment	Everyone is satisfied with this task distribution	Mingcun: pyprod.py server Peiqi: cotim.py server Yanxiao: act.py server Yuhe :yl2.css server Ziyuan: lev.py server Keshav: lev.py server	all