# **Client Meeting Week 1 – 3/08/2022**

**Participants:**

|  |  |
| --- | --- |
| Client | Team |
| Robyn Choi | Andy Jiang |
| Chris Gonzalez | Andrew Tan |
|  | David Ika |
|  | Dennis Gunadi |
|  | Edward Kurniady |
|  | Jessie Xie |

**Agenda:**

* Meet and greet
* Client’s overview of project
* Team’s view of problem
* House keeping

**Meeting Minutes**

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| --- | --- |
| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

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| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

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| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

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| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

# **Client Meeting Week 2 – 10/08/2022**

**Participants:**

|  |  |
| --- | --- |
| Client | Team |
| Robyn Choi | Andy Jiang |
| Chris Gonzalez | Andrew Tan |
|  | David Ika |
|  | Dennis Gunadi |
|  | Edward Kurniady |
|  | Jessie Xie |

**Agenda:**

* *Fill me*

**Meeting Minutes**

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| --- | --- |
| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

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| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

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| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

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| --- | --- |
| Topic: |  |
| Context: |  |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |