# 1st Meeting agenda and minutes

## Author: Akshay Silswal

**Student ID: 22163010**

## Date: 23/09/2022

**Version number: 1.0**

### Project Name: CRISPR applications in cancer treatment

### Meeting Objective:

Get the project off to an effective start by selecting the in charge of each task and which team member will complete given task.

### Agenda:

* Got into teams
* Discussion of key aspect of responsibility and what individual’s goals would be.
* Discussion of project deadlines and roles and responsibilities
* Discussion of what would be the topic and key points to include for the next discussion.

23rd September 2022 / 12:00 PM

1. **Opening:**

The group conducted the meeting face to face at AUT Campus room WS220 on 23rd September 2022

1. **Attendee’s list:**

* Abdulmalik Alnasra.
* Akshay Silswal.
* Rafi Yusaf-Horsfall

1. **Activities:**

* Got into teams.
* Discussed the roles and responsibilities of everyone.
* The group discussed the topic and what key points we must include for the topic.

Time: 10:00 AM

1. **Discussion:**

* Firstly, each team member selected the leader so that we can follow the given task and there would be no confusion.
* Secondly, the leader talked about the few topics and team brainstorm which topic to choose and assist each other to select the best topic for the project.
* Finally, the team members discussed their idea and goals toward the project and discussed what we’ll be discussing for the next team meeting and talk over the main topic to share individual ideas regarding the topic.

**Note:** All team members would need to ensure to contribute one idea in the next meeting toward there given role within the company.

1. **Action Items:**

This is the checked and new assigned work to each team member that was assigned by the Project manager which would need to be completed by the given to ensure efficiency, which is as follows below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** | **Completed?** |
| Kick-Off Meetings | Akshay Silswal | 23rd September 2022 | Completed |
| Research on CRISPR | Abdulmalik Alnasra | 30th September 2022 | Still working progress. Expect new due date by 4th October 2022 |
| Proposal Slides (1 Slide) | Akshay Silswal | 29th September 2022 | Expected to complete on 29th September 2022 |
| Making Repository Github | Rafi Yusaf-Horsfall | 30th September 2022 | Completed |
| Role clarification and assignment | Abdulmalik Alnasra | 29th September2022 | Completed |
| Team contract | Akshay Silswal | 30th September 2022 | Incomplete. |

**Progress tracking:**

Time: 02:00 PM

1. **Adjournment:**

The meeting was adjourned at 02:00 PM as scheduled and the project dismissed the group members with a note of appreciation.

1. **Date and time of Next Meeting:**

29th September 2022 via Discord 11:00AM.

1. **Submitted by:** Akshay Silswal.
2. **Approved by:** Abdulmalik Alnasra
3. **Attachments:** Was downloaded from <https://github.com/5101name/5101name.github.io> by each member individual in order to complete their assigned work.