# 2nd Meeting agenda and minutes (Follow up)

## Author: Akshay Silswal

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## Date: 29/09/2022

**Version number: 2.0**

### Project Name: CRISPR applications in cancer treatment

### Meeting Objective:

Get the project off to an effective start by brainstorming proposal (i.e. CRISPR) applications in terms of technology.

### Agenda:

* Review of project-related documents (i.e. Applications, advantages and disadvantages)
* Discussion of project organizational structure
* Discussion of project deadlines and roles and responsibilities
* Discussion of other important topics
* List of action items from meeting

29th September 2022 / 10:00 AM

1. **Opening:**

The group conducted the meeting via Discord on 29th September 2022

1. **Attendee’s list:**

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

1. **Activities:**

* The project manager reviewed all team members works.
* The group discussed the deadlines and responsibilities.

Time: 10:00 AM

1. **Discussion:**

* Firstly, each team member from the group brainstorms the idea and the topic, which was selected, Research regarding the topic and general idea about advantages and disadvantages. The Leader laid out the expectations of each team member in a clear-cut manner.
* Secondly, the leader and the team began to assist each other what need to be done urgently, then work according to the plan.
* Finally, the team members discussed their idea and goals toward the project and further discussed time cutting measures and who will work on what part of the project.

**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 | 29th 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 | Completed |
| 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:**

**New assigned work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** | **Completed?** |
| Research on CRISPR | Abdulmalik Alnasra | 3rd October 2022 | Completed |
| Proposal Slides(3 Slide) | Akshay Silswal | 3rd October 2022 | Still working progress. Expect new due date 4th October 2022. |
| Advantages about CRISPR | Akshay Silswal | 30th September 2022 | Work in progress. |
| Disadvantages about CRISPR | Rafi Yusaf-Horsfall | 1st October 2022 | Work in progress. |
| Updating Information to the Repository | Rafi Yusaf-Horsfall | 3rd October 2022 | Work in progress. |
| Making HTML website layout | Rafi Yusaf-Horsfall | 11th October 2022 | Work in progress. |

Time: 11:00 AM

1. **Adjournment:**

The meeting was adjourned at 11:00 AM as scheduled and the project dismissed the group members with a note of appreciation.

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

On 11th October 2022 at 11:00 AM.

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.