# 3rd Meeting agenda and minutes (Follow up)

## Author: Akshay Silswal

**Student ID: 22163010**

## Date: 11/10/2022

**Version number: 3.0**

### Project Name: CRISPR applications in cancer treatment

### Meeting Objective:

Progress tracking and Help each other if team members are stuck at any part of the project.

### Agenda:

* Review of project-related documents (i.e. Main topic research, advantages and disadvantages)
* Discussion of project organizational structure
* Discussion of project deadlines and progress tracking about individual tasks.
* Discussion of other important topics
* List of action items from meeting

11th October 2022 / 11:00 AM

1. **Opening:**

The group conducted the meeting via Discord on 11th October 2022

1. **Attendee’s list:**

* Abdulmalik Alnasra.
* Akshay Silswal.

1. **Absent list:**

* Rafi Yusaf-Horsfall

1. **Activities:**

* The project manager reviewed all team members works.
* The group discussed the progress tracking and discussion about HTML website.
* Team leader talked about what needs to be added into the topic and advantages and disadvantages.

Time: 11:00 AM

1. **Discussion:**

* Firstly, each team member talked about their individual task, and everyone gave their feedback regarding the same, Team leader spoke about what needs to be done regarding the HTML website and how it should look and what needs to be on individual pages.
* 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 how each task can be improved before we can finish the project and further discussed time cutting measures 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 | 11th October 2022 | Completed |
| Research on CRISPR | Abdulmalik Alnasra | 11th October 2022 | Completed |
| Proposal Slides (3 Slide) | Akshay Silswal | 8th October 2022 | Completed |
| Advantages about CRISPR | Akshay Silswal | 1st October 2022 | Completed |
| Disadvantages about CRISPR | Rafi Yusaf-Horsfall | 3rd October 2022 | Completed |
| Updating Information to the Repository | Rafi Yusaf-Horsfall | 3rd October 2022 | Work in progress. |
| Making HTML website layout | Rafi Yusaf-Horsfall | 11th October 2022 | Completed |

**Progress tracking:**

Time: 01:00 PM

1. **Adjournment:**

The meeting was adjourned at 01:00 PM as scheduled and the project dismissed the group members with a note of appreciation.

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.