

08/06 WK3 Group Meeting

| | |
|------------------|-------------------------------------------------------|
| Location | Engineering Building |
| Date | 2019/08/06 |
| Time | 17:00 - 17:55 |
| Attendees | Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier |

Agenda items

Put things together for PA1/ powerpoint

Landing page

Reply to the follow-up email to find a meeting time with the client

ConOps

Aks the client to sign the ConOps

New things from TLP

Powerpoint presentation

Everyone will present their part in the presentation.

Template uploaded to the share point.

Landing page

Squarespace

Wix

GitHub

Wordpress

Introduction

Our vision

Meet the team

Reply to the follow-up email to find a meeting time with the client

Aks the client to sign the ConOps

ConOps

Andre adds his part to the sharded ConOps document.

Action Items

| Action item | Owner | Deadline | Status |
|------------------------------|---------|----------|-------------------------------------------------------------|
| Set up the landing page | Jessica | 08/10 | Completed |
| Contact the client | Derek | 08/06 | Completed |
| Prepare for the presentation | Team | 08/10 | Completed, Very successful presentation in Audit 1 |