**COMP3850 / COMP3851A / COMP3851B**

**CompSci and InfoTech Work Integrated Learning**

**Meeting Minutes Group:** Team

**\*All minutes must be stored in Notion Date / Time:** 15/05/2025 14:00 - 18:00

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| **MEETING NOTES**   * Separate the job to each role. * Sent email to project sponsor to get update. * Done the Gantt Chart for our plan. * Starting project plan | **AGENDA (and priority)**   1. Get in touch to PS 2. Start basic design for user interface | **Attendees (and time of arrival)**   * Lin Wang yang(14:00) • Taru Nigam (14:00) • Haoyu Zhou (14:00) • Alicia Jennifer (14:00)  • Ertai He (14:00) |
| **ACTION ITEMS (Owner and deadline)**   * Briefly for group members (Lin Wangyang) * Gantt Chart (Taru Nigam) | |
| **PARKING LOT**  Get the next meeting schedule with PS |

(Based on Rodrigo Caetano’s template) (<https://rodrigocaetano.com/>)