**COMP3850 / COMP3851A / COMP3851B**

**CompSci and InfoTech Work Integrated Learning**

**Meeting Minutes Group:** Team

**\*All minutes must be stored in Notion Date / Time:** 19/05/2025 14:00 - 18:00

|  |  |  |
| --- | --- | --- |
| **MEETING NOTES**   * Draw the UML Diagram (Use case diagram) * Prepare the question for SP to make the meeting for efficiency. * Learn project management tools | **AGENDA (and priority)**   1. Get ready to meet SP 2. Get UML done 3. Update Gantt Chart | **Attendees (and time of arrival)**   * Lin Wang yang (14:00) • Taru Nigam (14:00) • Haoyu Zhou (15:05) • Alicia Jennifer (14:00)  • Ertai He (14:00) |
| **ACTION ITEMS (Owner and deadline)**   * Draw the UML Diagram (Ertai He) * Prepare questions for SP (Taru Nigam & Lin Wangyang & Ertai He) | |
| **PARKING LOT**  Prepare the meeting to SP |

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