## **Week4 Tutorial Meeting Minutes**

### **Date: 2024-08-15**

### **Time: 4:00 PM**

#### **Attendees:**

All team members

### **Agenda:**

* Introduction for project’s progress
* Previous decisions
* KPIs from feedback
* Evaluation for audit 1

### **Meeting Notes:**

| Discuss Point | Outcomes | Notes |
| --- | --- | --- |
| every group introduce their project’s progress | N/A | N/A |
| previous decisions wanna change | discuss the previous decisions that want to change | N/A |
| discuss KPIs from feedback | \*discuss what is KPI  \*KPIs should be made through feedback |  |
| evaluation for audit 1 | mention the need for actual results to be assessed |  |