## **Week5 Tutorial Meeting Minutes**

### **Date: 2024-08-22**

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

#### **Attendees:**

All team members

### **Agenda:**

* Change audit2 time
* Preparation for audit2
* Evaluation for pre-work documents

### **Meeting Notes:**

| **Discuss Point** | **Outcomes** | **Notes** |
| --- | --- | --- |
| Change audit2 time | Rescheduled to August 31st. | N/A |
| Preparation for audit2 | \*20 mins total (5mins for pre-work)（15 mins for presentation）  \*mentioned all the files required  \*evaluation standard(details in website) | N/A |
| Evaluation for pre-work documents | \*Team Charter、Decision Log、Reflection Log should be detailed.  \*Meeting Minutes should be updated.  \*Risk Log is good. | Decision log should contain important changes instead of normal schedules. |