## Meeting Minutes

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| --- | --- |
| <Void> | |
| **Date/Time:** | September 13 |
| **Type:** | Team, Client |
| **Minute Taker**: | Quincy Lam |
| **Attendees:** | Ronno Tran, Castiel Li, Nate Chiang, Quincy Lam, Dean Diamond, Shivan |
| **Regrets:** | None |

## Notes:

Established the main focus of the project.

Asked several questions for better requirement understanding.

Main focus will be application building for student services and awareness.

## Action Items:

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Nate Chiang | Ask questions about project | 13/9 | Closed |
| Castiel Li | Ask questions about project | 13/9 | Closed |
| Ronno Tran | Take notes during meeting | 13/9 | Closed |
| Quincy Lam | Take notes during meeting | 13/9 | Closed |