Meeting #3 Minutes

**Date:** 12/09/2022 **Time:** 08:59pm **Facilitator:** Zoom – Lead by James

## In Attendance

James McAuley (45340088), Adrian Sze Yuen Low (46866259)

## Approval of Minutes

The minutes were read from the September meeting and approved.

## Check What People Completed

Each team member discussed what they complete in the past week.

## Prepare for Week 8 Studio

The last-minute preparation for studio 8 was lacklustre due to the number of team members attending the meeting.

## Team Member Participation Issue

The team members present discussed the issue of the lack of team members present. No contact has been made with Ida and little contact has been made with Ferdi since the last meeting. This was briefly brought up with a tutor in the studio.

## Key Dates

* Week 8 stand up is due on 14/08/2022
* Design prototype and exhibit 19/10/2022

## Next Meeting

24/09/2022 | 8am, Zoom (Link released on Messenger)

*Motion to adjourn was made at 9.22pm and was passed unanimously*