

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	9th Meeting		
DATE OF MEETING	22th Nov 2022 Tuesday	TIME OF MEETING	5 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	Yumna
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	Travis Powell (apology)
Yumna Rashid		

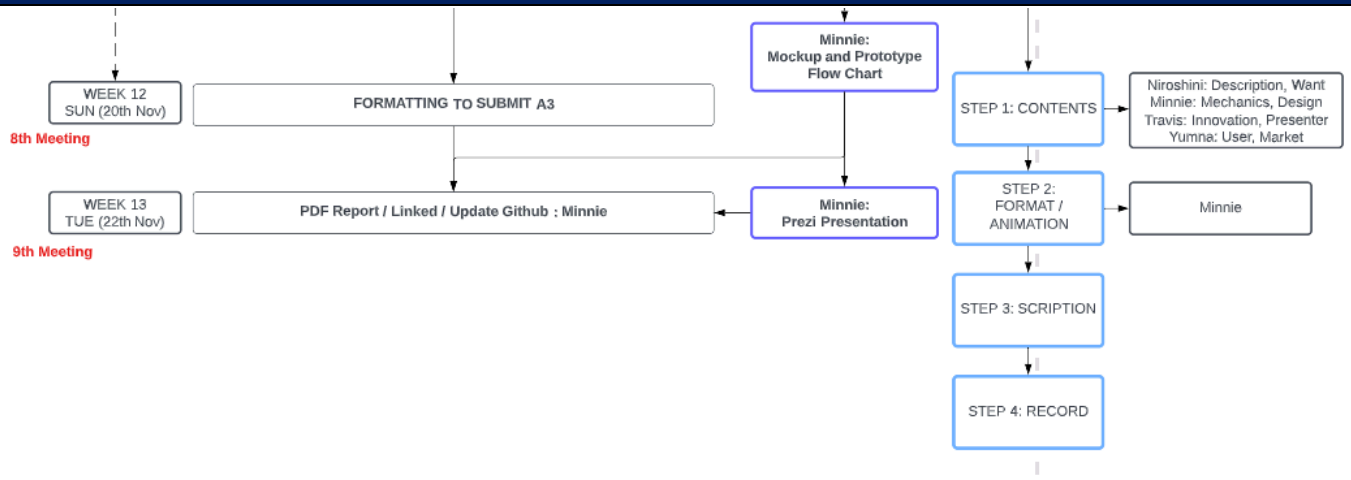
### OPEN AGENDA

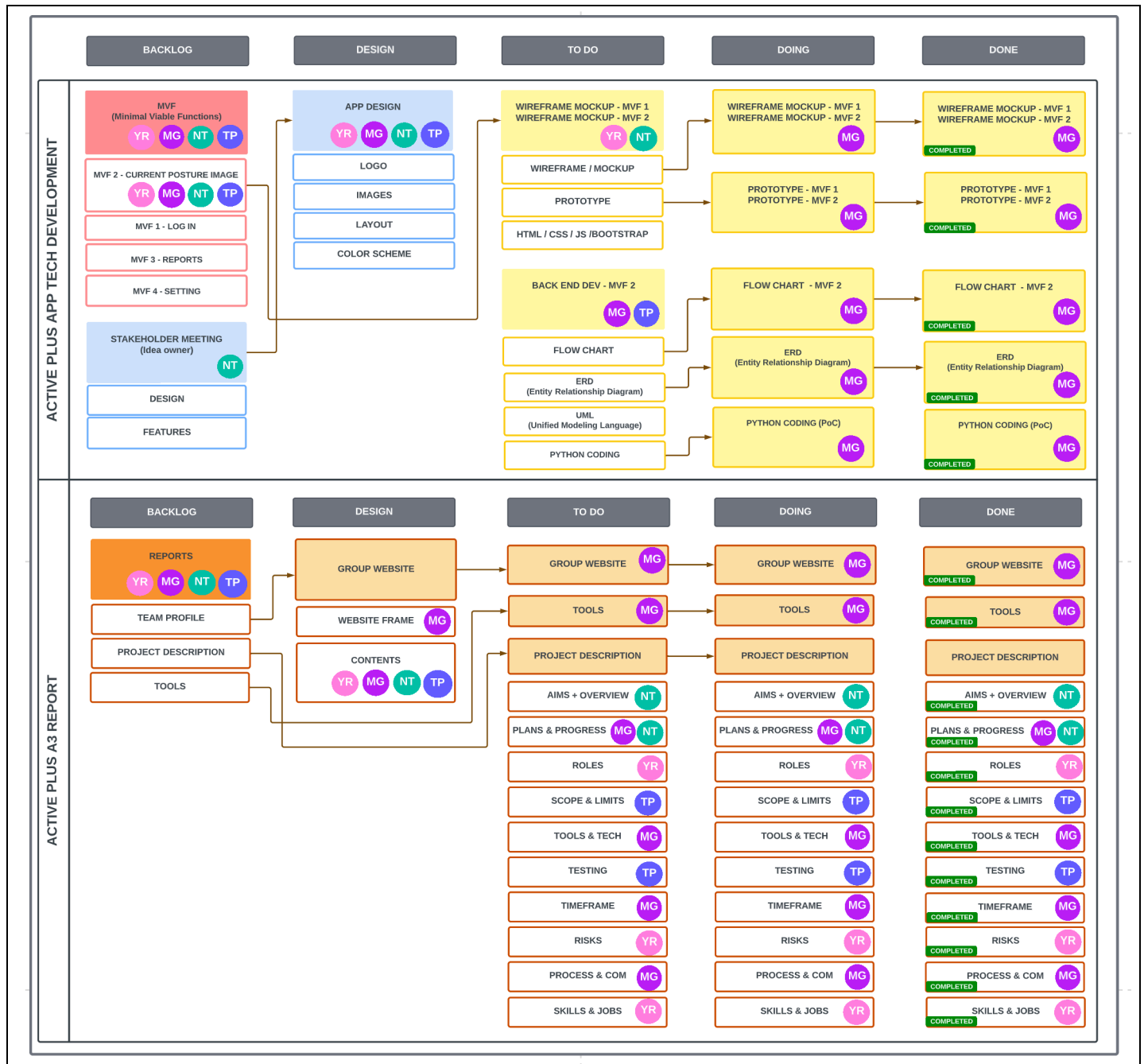
ITEMS	ALLOCATED TO	PROGRESS
Reports <ul style="list-style-type: none"> <li>➤ Updated diagram</li> <li>➤ Group Website</li> </ul>	Minnie	Completed
A5 Presentation <ul style="list-style-type: none"> <li>➤ Prezi format: Team members can send contents to Minnie. Minnie will update Prezi unless Team members are happy to learn.</li> <li>➤ Prototype on Figma: updating the detail</li> <li>➤ Contents: as per the delegation plan</li> </ul>	Minnie (Prezi)	Completed

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
A5 Presentation <ul style="list-style-type: none"> <li>➤ Prezi presentation (with contents and photo/video) completed by Minnie</li> <li>➤ The presentation was played at the meeting. Confirmed by team</li> <li>➤ Get ready for the video record: Minnie will have a chat with Travis</li> </ul>	Minnie	Before the next meeting
Reports (A3) <ul style="list-style-type: none"> <li>➤ Updated diagram</li> <li>➤ Update group website with video and project idea progress</li> <li>➤ Submit this week</li> </ul>	Minnie	
A3 Submission <ul style="list-style-type: none"> <li>➤ PDF (Meeting minutes and report)</li> <li>➤ Links</li> </ul>	Minnie	This week

## NOTES





### NEXT MEETING

DATE	TBA	TIME	TBA
OBJECTIVES			