

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	8 <sup>th</sup> Meeting		
DATE OF MEETING	20th Nov 2022 Wed	TIME OF MEETING	9 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	Niroshini
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	Travis Powell (apology)
Yumna Rashid		

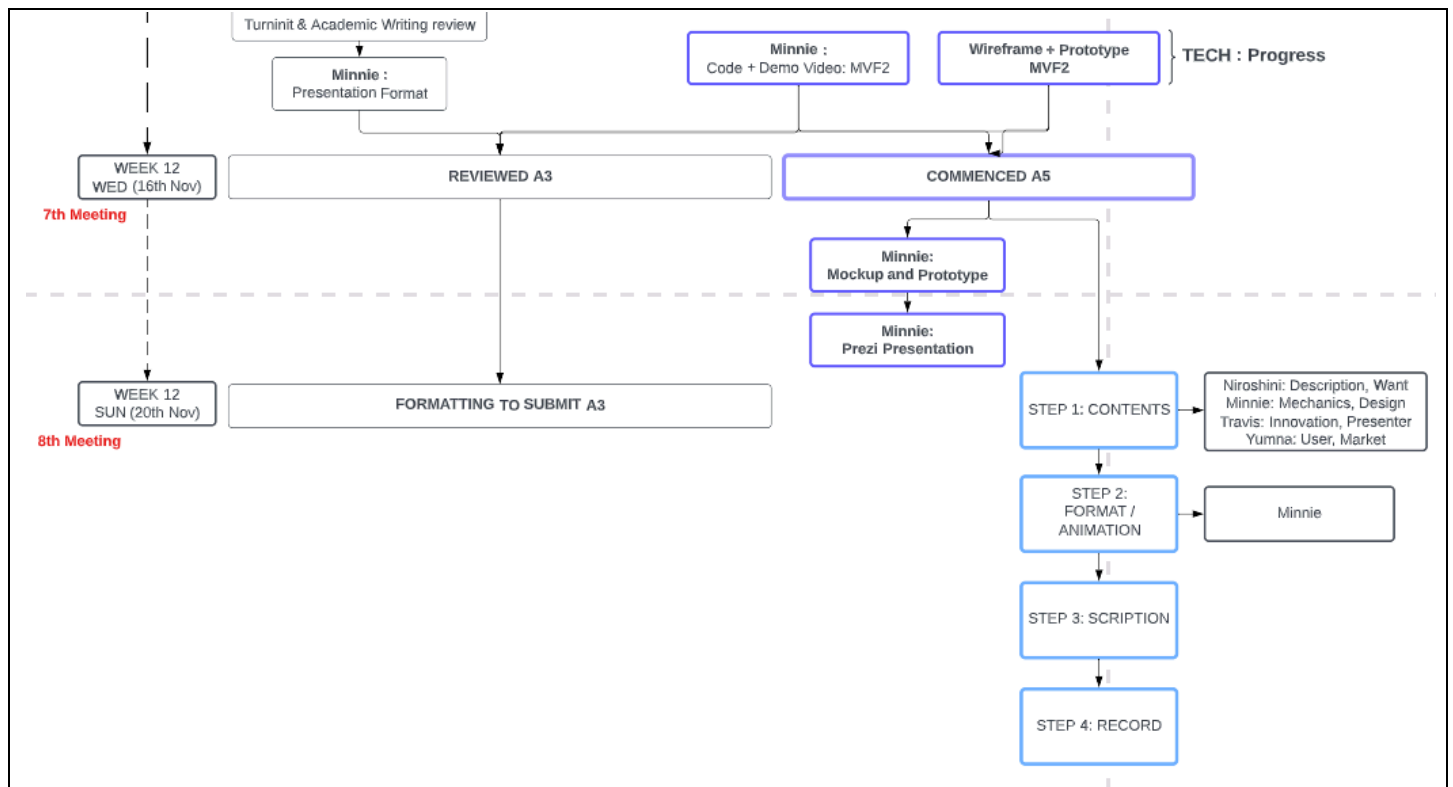
### OPEN AGENDA

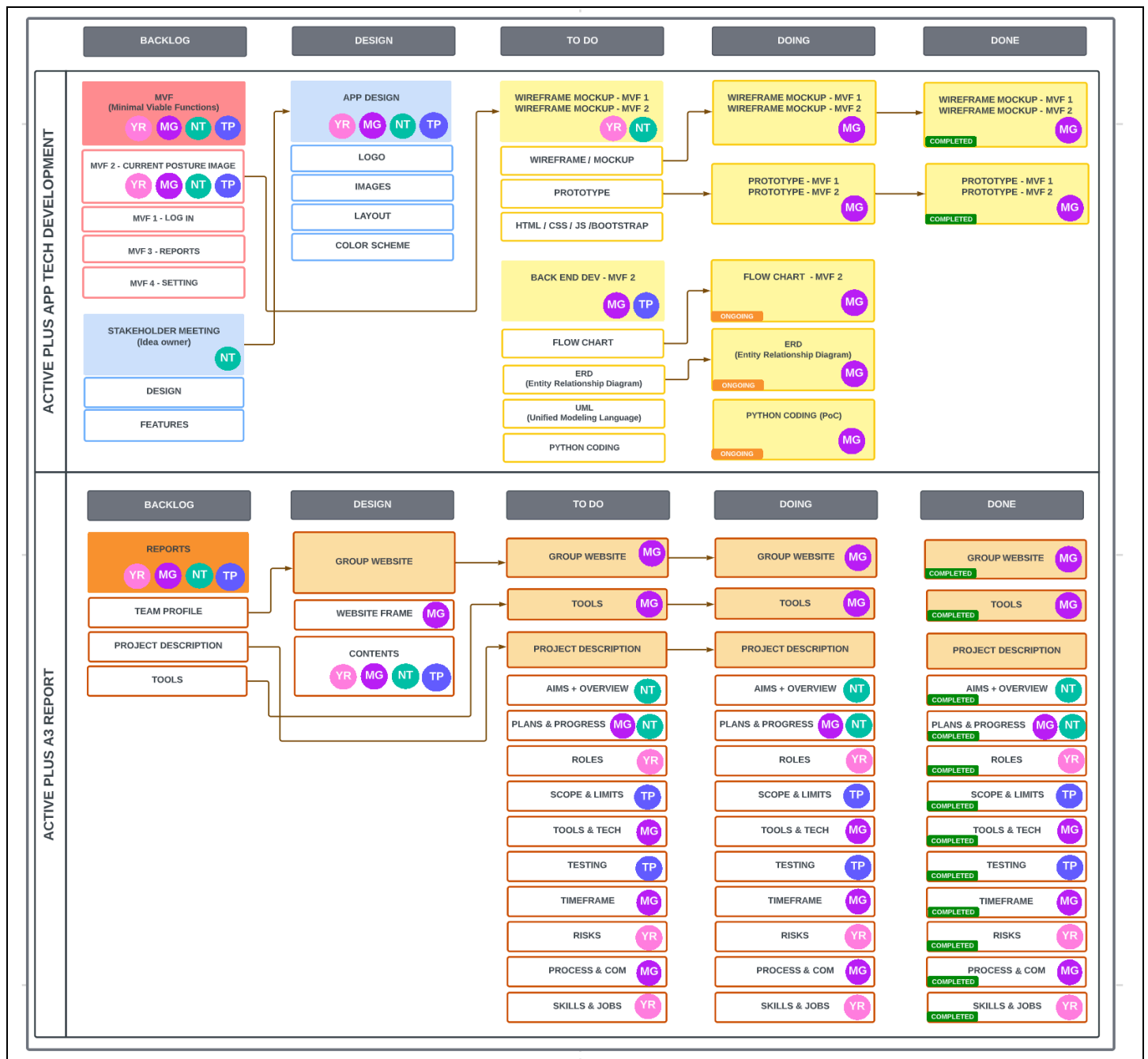
ITEMS	ALLOCATED TO	PROGRESS
<b>Reports</b> <ul style="list-style-type: none"> <li>➤ Updated diagram</li> <li>➤ Group Website</li> </ul>	Minnie Minnie	Completed
<b>Contribution Form</b> <ul style="list-style-type: none"> <li>➤ Please sign if you are happy with the contribution fraction</li> </ul>	Teamwork	Completed
<b>A5 presentation</b> <ul style="list-style-type: none"> <li>➤ Guideline</li> <li>➤ Delegated tasks <ul style="list-style-type: none"> <li>Niroshini : Description, Want</li> <li>Minnie: Mechanics and Design</li> <li>Travis: Presenter, Innovation</li> <li>Yumna: Users, Market</li> </ul> </li> <li>➤ PPT format on the Prezi</li> <li>➤ Demonstration video</li> </ul>	Minnie (Prezi)	Progress       By next meeting

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
<b>A5 Presentation</b> <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>		

### NOTES





### NEXT MEETING

DATE	20 <sup>th</sup> Nov 2022 Sunday	TIME	9 PM AEST
OBJECTIVES			