**CITS5206 Group 3 - Human Movement**

**CITS5206 PROFESSIONAL COMPUTING**

## MEETING 1 AGENDA/MINUTES

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Name:** | | *Meeting 1 - Human Movement* | | | | | | |
| **Chair of meeting:** | | Han Chooi | | | | | | |
| **Date of meeting:** | | *02/08/2020* | | **Time:** | | *05:15 AWST* | | |
| **Minutes Recorded By:** | |  | | **Location:** | | Online MS Team | | |
| Attendance at Meeting | | | | | | | | |
| Name | Student Number | | Status | | Email Address | | | |
| Amanda Feng | 22129111 | | Member | | 22129111@student.uwa.edu.au | | | |
| Han Chooi | 22126954 | | Member | | 22126954@student.uwa.edu.au | | | |
| Jialing Liu | 23125467 | | Member | | 23125467@student.uwa.edu.au | | | |
| Lovedeep Kaur | 22358259 | | Member | | 22358259@student.uwa.edu.au | | | |
| Parker Feng | 23006088 | | Member | | 23006088@student.uwa.edu.au | | | |
| **Agenda** | | | | | | | | |
| 1. Set weekly meeting time. 2. List questions for client. 3. Mutual understanding of tasks and deadlines. 4. Identify all task required for current and upcoming week. 5. Select next chair of meeting. | | | | | | | | |
| **Old Business** | | | | | | | | |
| **Topic** | | | | | | | **Owner** | **Time** |
| N/A | | | | | | | N/A | N/A |
| **New Business** | | | | | | | | |
| **Topic** | | | | | | | **Owner** | **Time** |
| 1. **Set weekly meeting time.**   (Write description here)  **Decision:**  (Type decision here) | | | | | | | All | 5 mins |
| 1. **List questions for client.**   (Write description here)  **Decision:**  (Type decision here) | | | | | | | All | 20 mins |
| 1. **Mutual understanding of tasks and deadlines.**   (Write description here)  **Decision:**  (Type decision here) | | | | | | | All | 20 mins |
| 1. **Identify all task required for current and upcoming week**   (Write description here)  **Decision:**  (Type decision here) | | | | | | | All | 10 mins |
| 1. **Select next chair of meeting**   (Write description here)  **Decision:**  (Type decision here) | | | | | | | All | 5 mins |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | |  | |  |
| **Next Meeting(if applicable)** | | | | | | | |
| **Date:** (DD/MM/YY) |  | **Time:** |  | **Location:** | |  | |