

Minutes of Meeting

Project Report Final Review

7 September 2024

Meeting organizer: Samuel Harrison
Minute taker: Helen Oi Lam Siu
Time: 15:00 UK | 22:00 HK
Venue: WhatsApp
Team Members: Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

Participants: Anda Ziemele (Anda)
Helen Oi Lam Siu (Helen)
Mario Butorac (Mario)
Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Review	1.1 All agreed on the current formatting adjustments to meet the two-page requirement, including reducing margins, font size, and line spacing, as well as resizing tables and figures in the document. 1.2 All agreed that the overall project looks good. 1.3 The index is not counted in the word limit requirement. All members agreed to keep this.	Done	N/A	N/A
2	Gantt Chart	2.1 The amended Gantt chart is nearly finalized. All members agreed on the current format. 2.2 Anda will try to finish it by Sunday, and all members will review the whole document to ensure there are no conflicts with other parts.	WIP	N/A	8 Sep 2024
3	Assignment Submission	3.1 All members agreed to nominate Anda to submit the assignment on the team's behalf.	WIP	Anda will submit the assignment before the deadline.	9 Sep 2024