

Minutes of Meeting

Preparatory Tasks

8 August 2024

Meeting organizer: Samuel Harrison
Minute taker: Helen Oi Lam Siu
Time: 16:45 UK | 23:45 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	Initial task	1.1 Sam suggested the team begin preparatory tasks the weekend before the next meeting, e.g., reading through the case study. 1.2 Helen proposed that all members read through the script independently and brainstorm ideas. 1.3 Anda agreed to read through the script over the weekend. 1.4 Mario suggested using Google Docs for real-time documentation.	WIP	Everyone will begin the case study over the weekend and make initial contributions to the project draft.	15 August 2024
2	Next meeting time	2.1 All agreed on the next meeting date in Google Meet and scheduled it for 12:30-13:30 UKT (19:30-20:30 HKT).	Done	Anda will send all members the meeting invitation.	N/A