

Minutes of Meeting

Word Count Limit

26-27 August 2024

Meeting organizer: Samuel Harrison
Minute taker: Helen Oi Lam Siu
Time: 18:00 UK | 01:00 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	Word Count Limit	<div>1.1 Sam received a reply from the professor clarifying that we must follow both the 2-page and 1000-word requirements to prevent oversized diagrams and tables.</div> <div>1.2 The budget calculation will be presented in a pie chart, detail breakdown will be attached in Appendix as support.</div> <div>1.3 Consider minimizing the Gantt chart as it's worth having it.</div>	WIP	All members are working to reduce the word count.	By the next meeting date.