Minutes of Meeting

Title



1 August 2024

|  |  |
| --- | --- |
| Meeting organizer: | Name |
| Minute taker: | Name |
| Time: | 09:00 UK | 16:00 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 |
| --- | --- | --- | --- | --- | --- |
|  | [Team Contract] | [Who doing what]  [Suggestion, Discussion, Decision] | WIP | [Who Should Do What and When] | Date |
|  | [] | [] | Done | N/A | N/A |
|  |  |  |  |  |  |