

Minutes

Meeting of: GO TRAFFIC GO (TEAM 11)
Held at: ZOOM
Date: 25/03/2020
Time: 2.15p.m

Present:

Kailun Huang, Litong Zhong, Jixiang Fang, Jiexin Luo, Shize Chen, Norton Zhou (Supervisor), Kirley Michael (client)

Apologies:

None

Approval of minutes

None

Agenda items

1. Introduction of Project
The client introduced the project and give the team members a brief understanding about the project.
2. Questions of the about
Project members ask detail questions about the projects.

Action items

Action Item	Owner(s)	Deadline	Status

Next meeting

The next meeting is hold in ZOOM at 1p.m in 3rd of April.

Minutes submitted by: Kailun Huang
Approved by: [insert name]