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.

1. Questions of the about

Project members ask detail questions about the projects.

Action items

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| --- | --- | --- | --- |
| **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]