**Team : BC2**

**Date: 6 MARCH 2025**

**Agenda**

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| Item | Description | Who |
| 1 | Proposed Plan for the first meeting | Chair:  (Tanya Chansataporn) |
| 2 | Minute of Meeting | Xinjiang Liu |
| 3 | Discuss on Presentation Outline  Distribute Presentation work to submit before 13-March-2025 | Chair (Tanya Chansataporn) |
| 4 | Discuss on Project Timeline and Distribute Task | Chair:  (Tanya Chansataporn) |
| 5 | Select Scrum Master to keep track on the task (Asana) | Chair:  (Tanya Chansataporn) |
| 6 | Peer Review Reminder | Chair:  (Tanya Chansataporn) |