

Meeting 1

Meeting Minutes [120]

Date: 13 March 2021

Time: 12:00 - 14:00

Location: Online

Members present:

- *Qihan Cai*
- *Yisheng (Alison) Zheng*
- *Alan*
- *Conor*
- *Vincent*

Agenda:

- *Finish PACT Analysis*

No.	Items	Presenter	Action by
1.	PACT analysis of the task <ul style="list-style-type: none">· <i>Qihan - Activities on the website</i>· <i>Alison - Stakeholders, target group of the website</i>· <i>Alan, Conor - Website persona</i>· <i>Vincent - Context</i>		Alan Alison Conor Qihan Vincent
2.	What to do next? <ul style="list-style-type: none">· <i>Finish Meeting 0 record</i>· <i>Qihan to write About Us page</i>· <i>Alan to complete website persona</i>		Alan Qihan

3.	Our Group Rules <ul style="list-style-type: none"> · <i>Set up our group rule</i> · <i>Don't be late to group discussion</i> · <i>Complete assigned work</i> · <i>Be friendly to teammates</i> 		All members
3.	Next meeting at Thursday		

Meeting adjourned at 12:00.

Minutes prepared by: All members

Confirmed by:   

Jiahao Chen Yisheng Zheng