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  ·      *Qihan - Activities on the website*  ·      *Alison - Stakeholders, target group of the website*  ·      *Alan, Conor - Website persona*  ·      *Vincent - Context* |  | Alan  Alison  Conor  Qihan  Vincent |
| 2. | What to do next?  ·      *Finish Meeting 0 record*  ·      *Qihan to write About Us page*  ·  *Alan to complete website persona* |  | Alan  Qihan |
| 3. | Our Group Rules  ·      *Set up our group rule*  ·      *Don’t be late to group discussion*  ·      *Complete assigned work*   ·     *Be friendly to teammates* |  | All members |
| 3. | Next meeting at Thursday |  |  |

Meeting adjourned at 12:00.

Minutes prepared by: All members

Confirmed by: 一張含有 文字 的圖片

自動產生的描述一張含有 文字 的圖片

自動產生的描述一張含有 文字, 美工圖案 的圖片

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自動產生的描述