

Meeting Minutes: 2024-08-10

Meeting Type

- **Group (online)**

Meeting Time

- **19: 20-20: 20**

Mode

- **Zoom**

Attendees

- Winson Zhou
- Yvette Yang
- Haofeng Wang
- Kyle Guo
- Dylan Truong
- Dickson Tay

Absent

- Qifan Zhu

Agenda

- **Project Scope Statement**

Discussion

XP Summary

- **Kyle and Yvette started to work on the XP summary**

Project Scope Statement

- **Completed the Project Scope Statement**
- **Dickson proof read the work to ensure all relevant information are listed and the document did not have any grammatical errors**

Client Notes Review

- **Reviewed the notes we made during the client meeting**
- **Peer review other sections that other members made to ensure no information was left out**

Action Item

- **XP Summary (In progress)**

- Assigned to: Kyle, Yvette
- Due: 2024-08-11

Next Meeting

- **Tutorial meeting/ meeting with tutor**
- Time :0800 to 1000
- Date: 12/08/2024