**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