**Subject:** Group meeting

**Project Name: p42**

**Facilitator:**

**Prepared by:** Dickson Tay

**Mode: In person**

**Date:** 17/8/2024

**Time: 9am to 11 am**

**Attendees:**

* Grace Guan (client)
* Winson Zhou
* Yvette Yang
* Haofeng Wang
* Kyle Guo
* Dylan Truong
* Dickson Tay
* Qifan Zhu

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| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Decided to choose Parent Portal * We set up a base of the presentation and filled it with the necessary contents  (Stakeholder, Parent Portal, Assumptions and Limitations, plan through the semester, our roles each week. Expected outcomes and deliverables) |  | Group Effort |  |
| 2 | What is in progress? | * Presentation speaking practice where we rehearse our parts | Take time out of the day to practice speaking | Group Effort |  |
| 3 | What is working well? | * Communication and allocation of tasks | We continue working as normal since it is working well for us so far | Group Effort |  |
| 4 | What needs improvement? | 1. We need to make sure we can complete our presentation on time | To practice our parts of the presentation | Group Effort |  |
| 5 | Reminders | 1. Dress a formal attire or semi formal attire for presentation on Monday 2. Set up contribution File | Sent out a reminder on social media | * Group Effort * Dickson |  |
| 6 | What needs to be completed before the next meeting? | 1. We need to memorise our parts | * Ensure we can each complete our speaking parts of the presentation | Group Effort |  |
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