

# Pultus (Team 11) Meeting 1<sup>st</sup>

**Location:** 12-N105 Central Library

**Time:** 10:00-12:00 Tuesday 6<sup>th</sup> August 2024

**Participants:** Sherry; Daniel; August; Jack

**Project Topic:** Cost of Living

**Meeting duration:** 1h and 10min (about)

**Meeting Topic:** Introduction and Project Top Problem

**Meeting Process:**

## 1) Self-introduction (20min)

Introduction should Include:

- Name:
- Study level:
- Major:
- Interest:
- Future plan (get a PhD? Find a dream work? Or something else):
- MBTI:
- What skill do you have:
- What are you good at (be more specific, any skill can be ok):
- What do you want to get:
- What skill do you want to learn:
- What do you hope this team will be like:
- What kind of contribution can you bring to the team:
- Have you ever had project experience (if so, what role did you play in that project; is that project considered a success in your opinion, if so, what do you think is the secret of its success, if not, what do you think is the main factor that led to its failure):
- What is the thing you can't tolerate the most:
- What do you think is the most likely to offend you:
- Others (if you want to Replenish):

## 2) Team values, rules and goals (5min)

Sherry will summarize what we discussed in the previous week, team values, team rules and team goals. If you have any new ideas, you are welcome to discuss them at that time!

### 3) Identify the Project Top Problem (40min)

- Your Top Problem?
  - Any phenomenon that lead you to consider this problem can be the top one(if have);
  - Why you think this problem can be the Top one? (Reasons please)
  - Any data or information showing that can be our Top Problem?
- PS: Wen you think this part, please ask yourself: (if you costomer DO want us to solve this question?)

### 4) Summary (5min)

- Sherry and Jack will summarize the meeting's hightlights and important details, If there are any deficiencies, Daniel and August will supplement them.
- Jack will release the Meeting Minutes later in the group.

#### *Notice*

- *Everyone please bring your Laptop or IPad or NoteBook or anything can record what you think is important during the meeting.*
- *I will try my best to keep the meeting duration around one hour , but if there is too much discussion in the middle, the meeting will be extended accordingly. Please understand and Thank you.*