5/03/2024

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| Meeting Notes Recorder: Yu Tang |

# Attending

Yu Tang

Penelope

## Announcements

Next teams meeting time：Thursday afternoon  
Next mentor and client meeting time：Friday after 2PM  
Next client meeting need prepare Meeting Agenda，Client Feedback Form  
Some Q need ask Mentor：Where to put our Portfolio？At Canvas Group Page？Do we need NDA

## Discussion

Based on the mentor's comments from last semester, we discussed the updates needed for our project proposal and archive, as well as the timing for the next meeting with mentors and clients.  
  
We discovered that some parts of our project proposal and archive only addressed the first semester, not the entire project. Therefore, we need to update the project scope and plans, Work Breakdown Structure (WBS), project risk management, new stakeholder register, and documentation of project methodology.   
  
Our common available time on Friday is after 2 PM.

## Work allocation

Yu Tang needs to focus on updating the project objectives and plans, project structure and WBS by Friday.

Penelope needs to focus on updating the project's risk management, new stakeholder register, and documentation of project methodology by Friday, and contacting the mentor via email today.