7/03/2024

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| Meeting Notes Recorder: Yu Tang |

# Attending

Yu Tang

Penelope

## Announcements

Next mentor and client meeting time：Friday 2PM, WZ level 1101  
Next teams meeting time：Friday 7:30pm  
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? What’s the problem of WBS?

## Discussion

We have updated the project scope and plans, Work Breakdown Structure (WBS), project risk management, new stakeholder register, skills analysis, and documentation of project methodology. After updating these documents, we need to share them with clients and mentors and receive their feedback. Some questions we need to ask the Mentor include: Where should we place our Portfolio? Do we need an NDA (Non-Disclosure Agreement)? What are the issues with the WBS?  
  
Work allocation

Yu Tang need take meeting notes, and meeting agenda of next meeting.

Penelope need send email.