

# Meeting Minutes

**Meeting Title:** Bi-Weekly Team Meeting with Group Facilitator

**Date:** 5 August 2025

**Time:** 1300

**Location:** Barry J Marshall Library

**Minutes Prepared By:** Dani Thomas

## Attendees:

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne, Manas Rawat

Group Facilitator: Jichunyang Li

## 1. Team Introduction

The team members greeted and introduced themselves to the group facilitator and vice versa. Dani informed the group facilitator about the project that the team has been assigned and gave a brief overview of the project requirements.

## 2. Current stand and Client updates

The team informed the group facilitator about the outcomes of the first client meeting and the revised project requirements set forth by the client. The team also informed the facilitator about the data templates that were sent by the client and the scope of this project. The facilitator asked about the role assignments and the agreement on the technologies to be used, which the team had yet to complete.

## 3. Suggestions:

- Decide on the individual roles before the next meeting
- Finalise the technologies to be used for the project.

## 4. Next Steps

- Assign roles to each team member.
- Discuss and finalise the technologies to be used for the project.
- Finalise the MVP and agree with the client.