

Minutes of Meeting

Preparatory Tasks

8 August 2024

Meeting organizer:

Minute taker:

Time:

Venue:

Team Members:

Samuel Harrison

Helen Oi Lam Siu

16:45 UK | 23:45 HK

WhatsApp

Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

Participants:

Anda Ziemele (Anda)

Helen Oi Lam Siu (Helen)

Mario Butorac (Mario)

Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Initial task	<div><div>1.1 Sam suggested the team begin preparatory tasks the weekend before the next meeting, e.g., reading through the case study.</div><div>1.2 Helen proposed that all members read through the script independently and brainstorm ideas.</div><div>1.3 Anda agreed to read through the script over the weekend.</div><div>1.4 Mario suggested using Google Docs for real-time documentation.</div></div>	WIP	Everyone will begin the case study over the weekend and make initial contributions to the project draft.	15 August 2024
2	Next meeting N/A time HKT). meeting	<div><div>2.1 All agreed on the next meeting date in Google Meet and scheduled it for</div></div>	Done	Anda will send all members the 12:30-13:30 UKT (19:30-20:30 invitation.	