

Minutes of Meeting

Word Count Limit

26-27 August 2024

Meeting organizer:

Minute taker:

Time:

Venue:

Team Members:

Samuel Harrison

Helen Oi Lam Siu

18:00 UK | 01:00 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	Word Count Limit	<div><div>1.1 Sam received a reply from the professor clarifying that we must follow both the 2-page and 1000-word requirements to prevent oversized diagrams and tables.</div><div>1.2 The budget calculation will be presented in a pie chart, detail breakdown will be attached in Appendix as support.</div><div>1.3 Consider minimizing the Gantt chart as it's worth having it.</div></div>	WIP	All members are working to reduce the word count. By the next meeting date.	