

Minutes of Meeting

Establishment of the Group

1 August 2024

Meeting organizer: Samuel Harrison
Minute taker: Helen Siu
Time: 15:30 UK | 22:30 HK
Venue: WhatsApp
Team Members: Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

Participants: Anda Ziemele (Anda)
Helen Oi Lam Siu (Helen)
Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Communication Channel	Sam created a WhatsApp group and invited all members to join.	Done	N/A	N/A
2	Team Contract	Anda raised the deadline for the Team Contract. Sam shared the Team Contract Template. Helen suggested everyone study the requirements, list out some points, and discuss them on Friday.	WIP	The next discussion will be on Friday.	5 Aug 2024