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| Location: | LTB Building Monash |
| Date: | Tuesday 10 March |
| Time: | 12pm – 4pm |
| Attendees: | Shawn, Jason, Terence |

# Previous Meeting Minutes Summary

# Send-off for each team member for their summer break

# Agenda items

1. Catchup and Greetings with team members after long summer break
2. Get back to schedule with project
3. Warm-up and re-familiarize with project contents & deliverables
4. Allocate tasks to each team member to start performing

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| **Action items** | **Owner** | **Deadline** | **Status** |
| Item 1 | Terence | Tuesday 10th | Complete |
| Item 2 | Terence | Tuesday 10th | Complete |
| Item 3 | Terence | Tuesday 10th | Complete |
| Item 4 | Terence | Tuesday 10th | Complete |