### LONDON’S GLOBAL UNIVERSITY

# Agenda for Team meeting 10/12

Date: 10/12

Time: 8:30 -9:10 pm

Duration: 40 minutes

Location: online MS teams

**Meeting Purpose**

At the close of the meeting, the group will have achieved the following:

1. Summarized the individual work done for week 3,4
2. Divide the task being to be done in week 5

**Attendance**

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| --- | --- |
| Meeting Facilitator | Dimitris Bouras |
| Meeting Secretary | Tomas Kopunec |
| Invited | Saleh Mohamed, Gudmundsdottir Telma, Wang Yi-Yu, Wang Derek, Lou Jiafan, Lu Jiashun |

**Meeting Agenda**

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| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time allocated** | **Discussion leader** | **Objective Number** |
| 1. | New tasks allocated for week 5 | 5 min | Bouras |  |
| 2. | Tasks done by Dimitris in Weeks 3,4 | 4 min | Bouras |  |
| 3. | Tasks done by Telma in Weeks 3,4 | 4 min | Telma |  |
| 4. | Tasks done by Tomas in Weeks 3,4 | 4 min | tomas |  |
| 5. | Tasks done by Jason in Weeks 3,4 | 4 min | Jason |  |
| 6. | Tasks done by Yi-Yu in Weeks 3,4 | 4 min | Yi-Yu |  |
| 7. | Tasks done by Jiafan in Weeks 3,4 | 4 min | Jiafan |  |
| 8. | Tasks done by Derek in Weeks 3,4 | 4 min | Derek |  |
| 9. | Tasks done by Mohamed in Weeks 3,4 | 4 min | Mohamed |  |
| 10. | Decide on new tasks that need to be done | 3 min | Bouras |  |