### LONDON’S GLOBAL UNIVERSITY

# Minutes for Company Meeting 01/12

Date: 01/12/2023

Time: 10:00pm – 10:30 pm

Duration: 30 minutes

Location: online

**Meeting Purpose**

The meeting purpose was to achieve the following:

1. Present parameter optimization tool idea
2. Decide on project idea

**Attendance**

|  |  |
| --- | --- |
| Meeting Facilitator | Bouras |
| Meeting Secretary | Saleh Mohamed |
| Present | Gudmundsdottir Telma, Wang Yi-Yu, Wang Derek, Lou Jiafan, Lu Jiashun,Joseph Cook,Sophie Trinder,Gadhu Sundaram, Asim Hussein |
| Absence and apologies | Tomas Kopunec |

**Meeting Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time spent** | **Discussion leader** | **Actions** |
| 1. | *Present parameter optimization tool idea* | 10 | Dimitris |  |
| 2. | Discussion of pros and cons | 10 | Asim |  |
| 3. | Decide on project idea | 8 | Asim |  |
|  |  |  |  |  |

**Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action ID** | **Directly Responsible Individual** | **Collaborators** | **Description** | **Deadline**  (and who will check it) |
| **Explore parameter optimization model** | **Bouras** | **team** | **We decided to implement parameter optimization model so we need to do research on that** | **06/12 bouras** |
|  |  |  |  |  |
|  |  |  |  |  |