### LONDON’S GLOBAL UNIVERSITY

# Minutes for Lettier Meeting 28/11

Date: 28/11/2023

Time: 12:00pm – 10:30 pm

Duration: 30 minutes

Location: online

**Meeting Purpose**

The meeting purpose was to achieve the following:

1. Discuss problems so far
2. Get feedback for report

**Attendance**

|  |  |
| --- | --- |
| Meeting Facilitator | Bouras |
| Meeting Secretary | Saleh Mohamed |
| Present | Gudmundsdottir Telma, Wang Yi-Yu, Wang Derek, Lou Jiafan, Lu Jiashun,Emanuelle Lettier |
| Absence and apologies | Lu Jiashun |

**Meeting Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time spent** | **Discussion leader** | **Actions** |
| 1. | *Present problems with deciding on project* | 10 | Dimitris |  |
| 2. | Discuss possible implementations | 10 | Lettier |  |
| 3. | Get feedback from report draft | 10 | Lettier |  |
|  |  |  |  |  |

**Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action ID** | **Directly Responsible Individual** | **Collaborators** | **Description** | **Deadline**  (and who will check it) |
| **Schedule meeting with GSF** | **Bouras** | **team** | **Propose parameter optimization tool idea** | **01/12 bouras** |
|  |  |  |  |  |
|  |  |  |  |  |