### LONDON’S GLOBAL UNIVERSITY

# Minutes for Team meeting 10/12

Date: 10/12

Time: 20:30 -21:10

Duration: 40 minutes

Location: microsoft teams

**Meeting Purpose**

The meeting purpose was to achieve the following:

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

**Attendance**

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

**Meeting Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time spent** | **Discussion leader** | **Actions** |
| 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. | Decide on new tasks that need to be done | 3 min | Bouras |  |

**Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action ID** | **Directly Responsible Individual** | **Collaborators** | **Description** | **Deadline**  (and who will check it) |
|  | **Jiashun, Yi-Yu** |  |  | **Bouras,16/12** |
|  | **Tomas** |  |  | **Bouras,16/12** |
|  | **Telma,** |  |  | **Bouras,16/11** |
|  | **Jiafan , Derek** |  |  | **Bouras,16/12** |
|  | **Bouras** |  |  | **Bouras ,16/12** |
|  | **Mohamed** |  |  | **Bouras, 16/12** |