# Meeting Agenda and Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting # | 18 | Date | 9 Sep 2024 |
| Chair | N/A | Time | 5:30 PM – 7 PM |
| Minutes Prepared By | Joel Qian | Location | Teams |
| Attendees | Zhanerken Azimbayev  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

|  |  |
| --- | --- |
| Item | Description |
| 1 | Internal meeting. |

Minutes

|  |  |
| --- | --- |
| Item | Description |
| 1 | Recap the previous meeting and divide the work. |

Actions to Take After Meeting

|  |  |  |
| --- | --- | --- |
| Item | Person | Description |
| 1 | All | Continue working on the project. |

Next Meeting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | 13 Sep 2024 | | Time | 1 PM – 2 PM | Location | Teams |
| Agenda | 1 | Show the new system to the client. | | | | |
| 2 | Ensure that the pregress aligns with client requirements. | | | | |