# Meeting Agenda and Minutes

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| Meeting # | 01 | Date | 1 Aug 2024 |
| Chair | N/A | Time | 8:29 PM - 9:02 PM |
| Minutes Prepared By | Joel Qian | Location | Teams |
| Attendees | Zhanerken Azimbayev  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Discussing who will contact the client and facilitator about the meeting schedule and the project. |
| 2 | Assigning a person to record meeting minutes. |
| 3 | Drafting and finalising the team code of conduct. |
| 4 | Planning the frequency and schedule of internal team meetings, facilitator meetings, and client meetings. |

Minutes

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| Item | Description |
| 1 | Decided to assign Ankita Narvekar for contacting the client and Siting Xiang for contacting the facilitator. |
| 2 | Siting Xiang mentioned the need to record the meeting agenda and submit it at the end of the course. Ankita Narvekar emphasised the importance of documenting meeting minutes. Joel Qian volunteered to try taking meeting agenda and minutes. |
| 3 | Zhanerken Azimbayev had already drafted the code of conduct and offered to improve it based on team input. |
| 4 | Decided to have three types of meetings: flexible internal team meetings, weekly facilitator meetings, and client meetings (based on availability). |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Ankita Narvekar | Email the client about the meeting and the project. |
| 2 | Siting Xiang | Email the facilitator to arrange meeting schedule. |
| 3 | Zhanerken Azimbayev | Improve the initial draft of the code of conduct. |
| 4 | All team members | Review and sign the code of conduct. |
| 5 | Project management tool research. |

Next Meeting

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| Date | TBA | | Time | TBA | Location | Teams |
| Agenda | 1 | Introduction to the project and team members. | | | | |
| 2 | Overview of project goals, objectives and requirements. | | | | |
| 3 | Key milestones and deliverables. | | | | |
| 4 | Q&A and next steps. | | | | |