# Meeting Agenda and Minutes

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| Meeting # | 22 | Date | 19 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

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

Minutes

|  |  |
| --- | --- |
| Item | Description |
| 1 | Demo the system to team member to prepare for the next day’s client meeting. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All | Continue finalising the project. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 20 Sep 2024 | | Time | 5:30 PM – 6 PM | Location | B. J. M. Library Room7 |
| Agenda | 1 | Show the new system to the client. | | | | |