# Meeting Agenda and Minutes

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| Meeting # | 28 | Date | 8 Oct 2024 |
| Chair | N/A | Time | 1 PM – 2 PM |
| Minutes Prepared By | Joel Qian | Location | Teams |
| Attendees | Zhanerken Azimbayev  Qianqian Li  Ankita Narvekar  Joel Qian  Maryam Vettoor  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Show the new progress bar to the client. |
| 2 | Ensure that the progress aligns with client requirements. |

Minutes

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| Item | Description |
| 1 | The team shows the new progress bar to the client. |
| 2 | The clients gave feedback to the design. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All Team Members | Continue working to finalise the project. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 16 Oct 2024 | | Time | 5:30 PM – 6 PM | Location | Teams |
| Agenda | 1 | Recap the meeting with the facilitator. | | | | |