# Meeting Agenda and Minutes

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| Meeting # | 02 | Date | 2 Aug 2024 |
| Chair | N/A | Time | 12:15 PM – 12:45 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 | Summarise and discuss the questions for clients. |

Minutes

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| Item | Description |
| 1 | All team members contributed a few questions. |
| 2 | Discussed the final questions to be asked and the order in which they should be asked. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | Ankita Narvekar | Merge and improve the questions list in the shared document. |

Next Meeting

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| Date | 2 Aug 2024 | | Time | 1 PM - 2 PM | Location | Teams |
| Agenda | 1 | Team introductions and project overview. | | | | |
| 2 | Discussion on the basic framework of the project and how input and output will be handled. | | | | |
| 3 | Clarification of the project's expected deliverables and output formats for students. | | | | |