# Meeting Agenda and Minutes

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| Meeting # | 30 | Date | 16 Oct 2024 |
| Chair | N/A | Time | 6:50 PM – 7:20 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 | Prepare for the final demo on meeting with the client. |
| 2 | Divide the final report work for this week. |

Minutes

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| Item | Description |
| 1 | Team members agreed on division of work. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | ALL | Continue working on the project and report. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 17 Oct 2024 | | Time | 1 PM – 2 PM | Location | Teams |
| Agenda | 1 | Show the final system to the client. | | | | |