# Meeting Agenda and Minutes

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| Meeting # | 03 | Date | 2 Aug 2024 |
| Chair | N/A | Time | 1 PM - 2 PM |
| Minutes Prepared By | Joel Qian | Location | Teams |
| Attendees | Zhanerken Azimbayev  Feba Chacko  Qianqian Li  Ankita Narvekar  Joel Qian  Maryam Vettoor  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 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. |

Minutes

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| Item | Description |
| 1 | Ankita introduced the team members, explaining that they are studying for a Master's in IT at UWA. |
| 2 | Feba discussed the importance of making the project user-friendly, especially for who may not have a background in IT. The team was advised to research how other universities, such as the University of Melbourne, handle similar projects. |
| 3 | It was clarified that the input will be handled by academic staff, and the output will be presented in a format that is accessible to students. The team discussed using the UWA handbook, future student websites, and other marketing materials as potential outputs. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All team members | Analyse and summarise project requirements. |
| 2 | Research how other universities structure their course outlines and deliverables. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 6 Aug 2024 | | Time | 12:30 PM - 2:30 PM | Location | B. J M. Library Room 7 |
| Agenda | 1 | Reporting on meetings with clients and project requirements. | | | | |
| 2 | Schedule a weekly meeting. | | | | |