# Meeting Agenda and Minutes

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| Meeting # | 07 | Date | 12 Aug 2024 |
| Chair | N/A | Time | 5:30 PM – 6 PM |
| Minutes Prepared By | Joel Qian | Location | B. J. M. Library Room7 |
| Attendees | Zhanerken Azimbayev  Allen Ji  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Reporting on meetings with clients and project requirements. |
| 2 | Expect a new deliverables schedule. |

Minutes

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| Item | Description |
| 1 | Team members described the confirmed project requirements learned from the second client meeting. |
| 2 | Allen wants us to ensure progress. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All team members | Plan how to start the project. |

Next Meeting

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| Date | 12 Aug 2024 | | Time | 6 PM – 8 PM | Location | B. J. M. Library Room7 |
| Agenda | 1 | Recap the meeting with the facilitator. | | | | |
| 2 | Plan how to start the project. | | | | |