Minutes of Meeting – 14 March 2022

**Attendees:**

* Andrew Snelson
* Nam Ngo
* Tod (Maurice Nestor)
* Vitri Sumantri
* Yifeng Chen
* Yuhei Takeya (Minutes taker)

**Time:** 7 pm – 7:30 pm

**Discussion Notes:**

1. Team reviewed final report of Group Project Plan
   * All members agreed to the contents
   * We decided to use WeVideo soft/tool as video editing
   * The Gantt chart will be updated again due to the extension of the submission deadline for Assessment 1 etc.
2. Next Meeting
   * CL session will be scheduled this week with Andrew, Yifeng and Yuhei
   * ML session will be scheduled this week with Tod, Nam and Vitri
   * Michele de Nadai Meeting: Thursday 17th March from 7:00pm to 8:00pm
     + Add agenda on SharePoint (documents > Agendas)
   * Internal Meeting: Tuesday 22nd March from 7:30pm to 8:00pm
     + Add agenda on SharePoint (documents > Agendas)