| Meeting Agenda |
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| Location: | Room No: G17, Ground Floor, Law Library |
| Date: | 10 July, 2023 |
| Time:  Attendees: | 13:00 – 17:00  Qingyang Zhang, Vaishnav Gadia and Manav Abichandani |

# Agenda details:

## Agenda item 1 – Notes:

### All members were present during the meeting.

### The team met for the first team to discuss project objectives and a tentative plan on how we go about tackling the same.

## Matters arising from the meeting:

### Action item 1 – We defined project scope and objectives.

### Action item 2 – Identified the strengths and weaknesses of each team member to capitalize on strengths to ensure quality delivery.

## Agenda items

### A review of team roles

### Setting the next deadline due to complete project planning by end of day.

### Initial discussion on key areas to prioritize and format for presenting the report

## Any other business: N/A