

[DOCUMENT TITLE]	[DATE]
------------------	--------

**Subject:** Week 3 - Client Meeting Minutes

**Project Name:** COMP3888\_T17\_07\_Group1

**Facilitator:** Alex

**Prepared by:** Everyone

**Mode:** Zoom Meeting

**Date:** 29/Aug/2021

**Time:** 17:30pm – 18:30pm

**Attendees:** Alvin Peng, Alex Del Favero, Ben Raj, Shuai Sun, Zinc Gao, Gary Guo

**Absent:** None

*[Agenda item – the topic to be discussed during the meeting]*

*[Description/comments – brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item]*

*[Decision/Action: decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required]*

*[Who – team member responsible for action or outcome(s) associated with decision made regarding agenda item]*

*[Items for escalation – any issues that needs to be raised with the team manager, tutor or client]*

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"> <li>• Summary of Jira documentation</li> <li>• Summary of Bitbucket documentation</li> <li>• Summary of Git documentation</li> <li>• Summary of XP principles</li> <li>• Summary of XP roles</li> <li>• Project scope statement</li> </ul>	no action required	Everyone	

[DOCUMENT TITLE]	[DATE]
------------------	--------

		<ul style="list-style-type: none"> <li>Project status report</li> </ul>			
2	What is in progress?	<ul style="list-style-type: none"> <li>Reviewing links provided by client</li> <li>Update user stories</li> </ul>	improve the update project function in user stories	Everyone	
3	What is working well?	<ul style="list-style-type: none"> <li>Finish all the required documentations</li> </ul>		Everyone	
4	What needs improvement?	<ul style="list-style-type: none"> <li>Get better understanding of ethics forms, PIS forms, PCS forms</li> <li>Prepare well before the client meeting</li> </ul>	May start group meeting before client meeting	Everyone	
5	Reminders	<ul style="list-style-type: none"> <li>Meeting with Waheeb on Wednesday at 10 AM</li> </ul>			
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> <li>Reviewing links provided by client</li> <li>Update user stories</li> </ul>		Everyone	
...	.....				