

[DOCUMENT TITLE]	[DATE]

Subject: Week 3 - Client Meeting

Project Name: COMP3888_T17_07_Group1

Facilitator: Alex

Prepared by: Everyone

Mode: e.g. Zoom Meeting

Date: 22/Aug/2021

Time: 17:30pm – 18:30pm

Attendees: Alvin Peng, Alex, 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"> The first discussion about the project with the client. Understanding the project scope/requirements. 	<ul style="list-style-type: none"> Introduce the details of the project. 	Everyone	

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2	What is in progress?	<ul style="list-style-type: none"> Learning web development using the Django framework, HTML and CSS. Summary of XP Principles, XP roles, jira documentation, bitbucket documentation. Continued research into other ethics approval platforms 	<ul style="list-style-type: none"> Doing online tutorials and making pdf of summary files. - Look to google and amazon to find exemplar platforms 	Everyone	
3	What is working well?	<ul style="list-style-type: none"> Group communication 	<ul style="list-style-type: none"> Team members could communicate on time. 	Everyone	
4	What needs improvement?	<ul style="list-style-type: none"> Team needs to know the skills of using the Django framework, HTML and CSS. 	<ul style="list-style-type: none"> Online tutorials 	Everyone	
5	Reminders				
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> Summary of XP Principles, XP roles, jira documentation, bitbucket documentation. 	<ul style="list-style-type: none"> Completing the files. 	Everyone	

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		<ul style="list-style-type: none"> Have a look other company platform 			
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