**CITS3200\_9**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING # AGENDA: 2

Time: 5:20 PM – 5:40 PM

Date: 5th August 2022

Venue: Microsoft Teams

|  |  |
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| Tasks | Sub-tasks |
| Reports | * Summarized first client meeting, and weekly deliverable group up * Members Involved: Alian Haidar, Matt Dai, Jakob Kuriata, Oliver Lynch, Joshia Nambi |
| Discussions/Clarifications | * Discussed potential ideas and ways to kick start the project * Clarified all timesheets and booked hours of each member |
| To Do | * Timesheet creation * Possible Flask web application introduction and online portal payment systems |
| Next Meeting | * TBA – Date to Be announced for meeting next week |