Meeting Notes

***Meeting Agenda*** –. To discuss team and shadow team feedback inputs required for completion of Audit 1.

***Meeting Attendance:***

Andrew Leong (u6283651)

Balaji Radhakrishnan (u7322353)

Yixin Lu (u7411857)

Zhengdao Zhou                             (u6706891)

Levi Zhang                                    (u6972739)

Bhargav Ashok (u7172176)

|  |  |
| --- | --- |
| ***Meeting Notes:*** | ***Meeting Duration – 30 minutes*** |

1. All present team members brief on what they have done after the last meeting until the current meeting.

1. In terms of the software side, Zhengdao, Yixin and Levi informed the team about the progress.
2. A few questions were brought up by the team which would be related to providing feedback to the audit 1 report
3. The next stages of the project were discussed and each person’s new tasks were outlined.

***Meeting Outcomes:***

1. Discussion about the feedback and how to progress the project
2. Understanding of the progress made by each team member present in the meeting.
3. Things to be done moving forward with the project.

***Current Deliverables1:***

1. Meet with the client during the weekly meetings (Thursday 1PM) and discuss the Project milestones which will then be updated onto the ConOps.
2. Signing off from the client will happen sometime during the week.
3. Yixin, Levi and Zhengdao will continue to work on the software side of the project.

Notes:

The team had an informal meeting to continue discussions on progress of the report. Furthermore, team members were updated on the meetings with the client and the electrical engineer (Chris) and development of software. Also discussed the feedback required for Audit 1. There has been continuous communication on a group chat in between weekly official team meetings.