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)

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| ***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. The team collectively discussed about the response to each feedback that was compiled. Opinions on the feedback were discussed.
3. The process of completing audit 2 was discussed as well as the required milestones needed for audit 2 were looked into.
4. The process of the presentation for audit 2 was discussed amongst the team   with each person stating what they would talk about in the presentation.

***Meeting Outcomes:***

1. Discussion and understanding of the progress made by each team member present in the meeting.
2. Discussion about the requirements of audit 2 and the presentation.
3. Collectively Discussed about the feedback given to the team.

***Current Deliverables1:***

1. Make a good presentation and successfully complete audit 2 review.
2. Updating the repository and the landing page with the new progress made by each member.
3. Have our actual pictures in the landing page!!

Notes:

There has been continuous communication on a group chat in between weekly official team meetings.