

MEETING MINUTES Week Mid-Sem Break – CITS5206

Group 9

Date of Meeting: 02.09.2025

Location: Reid Library Booth 5

Minutes Prepared By: Chaewon Seo

1. Purpose of Meeting

1. Share current progress with team members
2. Discuss next individual tasks
3. Discuss confusions

Name	Role	Student Number
Neethu Ann Mathew		24325709
Chaewon Seo		23746416
Sarthak Saini		24110857
Iliyas Akhmet	Online	24038357
Jingtong Peng	Online	24323312
Tony Chu	Online	24074951
Chenglin Hou	Online	24085253

3. Meeting Agenda

Sr.No	Item
1.	Update the group's progress <ul style="list-style-type: none">- Skeleton of project app
2.	Clear confusions <ul style="list-style-type: none">- DSL syntax clarification -> To be asked to client.

4. Tasks for upcoming week

Sr.No	Item
1.	Arrange meeting with client for development progress follow-up.
2.	Arrange meeting with group facilitator.

3.	Add issues & project items for this week's tasks.
4.	Group Accountability document, MoM to be prepared and posted in Teams channel.